The purpose of this manual is to incorporate relevant policies, procedures and philosophies that guide the work of the Student Activities Budget Advisory Committee (SABAC). This manual is intended to assist SABAC members in their initial orientation and ongoing work on the Committee as well as to serve as a reference for student organizations and advisors to understanding the operations of SABAC. The student organization manual created by the Department of Student Activities provides additional guidelines and details, as well as information available online through owllife.kennesaw.edu.

Note that the RSO Policy and RSO Manual will apply wherever there may be any contradictions between this SABAC Protocol Manual and those documents.

Last Updated: December 10, 2018
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SECTION 1. PURPOSE

The Student Activities Budget Advisory Committee (SABAC) will serve as an advisory group to the university administration concerning the allocation of student activities funds. 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.

1.1 BOARD OF REGENTS POLICY (7.3.2.1 Mandatory Student Fees)

“Mandatory student fees” are defined as fees that are assessed to all students, all undergraduate students, or all full-time undergraduate students on one or more campuses of a USG institution, including those fees due prior to registration that may be refunded later in the semester and fees for which the student receives a cash equivalent in the amount of the fee. Mandatory student fees may be required by the Board of Regents or by the institution subject to approval by the Board of Regents.

Mandatory student fees shall include, but not be limited to:

1. Intercollegiate athletic fees;
2. Student health service fees;
3. Transportation or parking fees (if the latter are charged to all students);
4. Student activity fees;
5. Technology fees;
6. Facility fees; and
7. Mandatory food service fees.

Purposes and rates for all mandatory fees shall be approved by the Board of Regents to become effective the following fall semester. All mandatory fees assessed to students enrolled in 12 credit hours or more shall be assessed at the Board-approved rate. Institutions may reduce mandatory fees on a per-credit-hour basis or on a tiered structure for students taking fewer than 12 credit hours or for students enrolled in summer courses.

All mandatory student fees collected by an institution, as well as any proposals to increase or create a mandatory student fee or to change the purpose of an existing mandatory student fee, shall be proposed and administered by the President of the institution and presented to an advisory committee composed at least 50 percent students appointed by the institution’s Student Government Association for advice, counsel, and a vote prior to the institution submitting the request to the Board of Regents. The advisory committee must include at least four students and institutions and Student Government Associations should make a concerted effort to include broad representation among the students appointed to the advisory committee. These procedures do not apply to special circumstances in which a general purpose fee is instituted system-wide by the Board of Regents.

Mandatory student fees shall be used exclusively to support the institution’s mission to enrich the educational, institutional, and cultural experience of students. All payments from funds supported
by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution.

1.2 SABAC GUIDING 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
- Organizations and affiliated departments/offices that offer programs and services to the entire student body will be eligible to request financial support
- 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 be good stewards of the resources entrusted to them by the student body of KSU, maximizing access and opportunity within existing fiscal parameters
- SABAC members will execute their duties in a viewpoint neutral manner, without prejudice, and according to these guiding principles
SECTION 2. MEMBERSHIP

2.1 COMPOSITION

To fully represent the total community, it is to serve, SABAC shall be composed of the following 10 voting members:

- Chair: An Assistant Dean of Students appointed by the Dean of Students (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 Faculty/Staff Representative selected and appointed by the Vice President for Student Affairs (or designee)
- One Staff Representative selected from within the Division of Student Affairs and appointed by the Vice President for Student Affairs (or designee)

The following will serve SABAC in a non-voting advisory capacity:

- Vice President for Student Affairs (VPSA)
- Dean of Students (DOS)
- One designated Business Manager from the Division of Student Affairs
- One designated representative from the Department of Student Activities
- SABAC Secretary (Secretary to the Dean of Students or designee)

* Six of the ten voting members are students, and of the four voting staff members the Chair can only vote in the event of a tie. This composition exceeds the policy requirement from the Board of Regents. The SGA President in selecting the five additional voting student members must select representatives that demonstrate the diversity of the student body in the broadest sense. This can include students who represent both undergraduate and graduate students, traditional and non-traditional aged students, various historically under-represented student populations, international and domestic students, students representing different types of organizations, etc. The voting student members cannot all represent any one common organizational affiliation or demographic commonality. All students who meet the eligibility requirements are invited to seek appointment to SABAC.

2.2 ELIGIBILITY

All students serving on SABAC must:

- Maintain good academic standing as defined by the appropriate university catalog throughout their term of service
- Be enrolled at KSU (which can include eCore) at least half-time as defined by the appropriate university catalog (with the exception of summer term)
- Not be on disciplinary probation
- Be familiar with all SABAC Protocols and Student Organization Rules and Regulations
• Pledge to execute their duties in a viewpoint neutral manner, without prejudice, and according to the guiding principles of SABAC

All faculty and staff members serving on SABAC must:
• Be full-time employees of Kennesaw State University in good standing
• Serve or previously served as an advisor or in some advisory capacity to a student organization
• Be familiar with all SABAC Protocols and Student Organization Rules and Regulations
• Pledge to execute their duties in a viewpoint neutral manner, without prejudice, and according to the guiding principles of SABAC

2.3 REPLACING VACANCIES

Should a position become vacant on SABAC, that position will be replaced through the same appointment process as the original position was appointed, with appropriate due diligence to honor the representative diversity of the body. Replacement members who are appointed during the year must complete an orientation or training session prior to beginning service. During the period of vacancy quorum will be adjusted accordingly. Replacement appointments will not be made during the annual budget hearing and allocation process.

2.4 DUTIES OF MEMBERS

SABAC members must:
• Attend all required orientation and/or training sessions, or complete an acceptable alternative
• Thoroughly review all agenda materials prior to each meeting
• Attend all SABAC meetings, or notify the SABAC Chair and Secretary as far in advance as possible should a conflict arise
• Abide by the protocols established in this manual
• Demonstrate civility and respect toward all members and guests of SABAC
• Represent respective constituencies and actively engage and educate peers about SABAC
• Check KSU email and OwlLife regularly for SABAC related communication and submissions

2.5 TERMS OF SERVICE

All members of SABAC serve one-year terms, and may be appointed for one additional term of service as long as the member remains eligible for service for the entirety of the second term. The Chair and Vice Chair are permanent appointments based on their roles. Each term corresponds to the fiscal year, beginning on July 1 (or upon appointment if after July 1) and ending on June 30. Students who graduate at the end of Spring semester as well as continuing students who choose not to enroll in Summer classes may still fulfill the remainder of their term through June 30. If the employment of a faculty or staff representative ceases, the term will end immediately.
2.6 REMOVAL OF MEMBERS

If a member is unable to attend meetings or is otherwise unable to satisfactorily fulfill the duties and expectations of SABAC, the Chair shall initiate the process of removing the member. The Chair shall notify the member via official KSU email at least three business days prior to the meeting where the chair intends to recommend removal. The Chair will present relevant evidence to support the recommendation and then afford the member an opportunity to respond in person or submit a statement for consideration. Quorum must be established and a majority vote of the members present will determine the outcome. If removed, the member has the right to appeal the decision in writing within three business days to the Vice President for Student Affairs. If the Chair is believed to be unsatisfactorily fulfilling duties and expectations, the Vice Chair shall issue notice and conduct the appropriate proceedings as outlined herein.

2.7 DUTIES OF OFFICERS

**SABAC CHAIR**
- Presides at all meetings
- Sets the agenda for all meetings
- Determines if late submissions or special requests will be added to the agenda
- Votes only in the event of a tie
- Creates ad-hoc committees as deemed necessary
- Calls special meetings as deemed necessary, with notice to SABAC of at least three business days
- Serves as official spokesperson for SABAC
- Ensures all members are completing their duties and responsibilities to SABAC
- Communicates regularly with the SABAC Secretary to ensure timely completion of all SABAC activities
- Reviews and signs all meeting minutes
- Keeps the Dean of Students and VPSA informed of relevant SABAC matters

**SABAC VICE CHAIR**
- Performs all duties of the Chair in the absence of the Chair
- Maintains a speaker’s list during the meetings
- Monitors time limits during presentations and discussions
- Assists the Chair with other duties as assigned

**SABAC SECRETARY**
- Prepares and distributes agendas and minutes for all SABAC meetings
- Posts the agenda of the upcoming meeting and minutes of the previous meeting on the SABAC website
- Maintains all official SABAC records and communication, and distributes/archives in accordance with established university procedures
- Coordinates the logistics for SABAC meetings, schedules, orientations and trainings
• Serves as liaison for Chair regarding budget matters, assisting in maintaining expenditure and allocation balance updates

DEAN OF STUDENTS
• Attends meetings and acts as a resource to the Committee
• Oversees the performance of the SABAC Secretary
• Monitors compliance with SABAC Protocols and Robert’s Rules of Order

VICE PRESIDENT FOR STUDENT AFFAIRS
• May attend meetings and acts as a resource to the Committee
• Signs all approved minutes
• Approves prior year surplus requests
• Approves budget allocations
• Oversees Student Fee Committee
• Acts as liaison to the University President
SECTION 3. GENERAL OPERATING PROCEDURES

3.1 MEETINGS

Each year an initial orientation/training meeting will be held for all SABAC members. Once trained, the body will begin holding regular meetings to receive supplemental funding requests from student organizations. SABAC seeks to create a consistent meeting schedule for each semester, providing multiple opportunities to submit funding requests. Once established, the meeting schedule for each semester will be posted on the SABAC website. Organizations are encouraged to plan as far in advance as possible to ensure sufficient time to submit requests, have them reviewed, approved, funds allocated, and all necessary university procedures completed.

Organizations are also encouraged to thoroughly discuss their planning process and funding needs with advisors and the Department of Student Activities before submitting a request online through OwlLife to maximize the successful completion of the SABAC process.

Advertised SABAC meetings are open to the public, though as deemed necessary by the Chair SABAC can enter executive session. All decisions made by SABAC are reflected in the minutes, which are made available to the public once approved. SABAC is an advisory body making recommendations to the Vice President for Student Affairs.

Special meetings called by the Chair, or called at the request of the Dean of Students or Vice President for Student Affairs, will serve the specific purpose for which the meeting was called, and will not serve as a general request or allocation meeting. Specially called meetings will include the members of SABAC and any relevant invited guests related to the purpose for which the meeting was called. Any operating procedures not addressed in this document are subject to the standard established procedures within the latest version of Robert’s Rules of Order.

3.2 AGENDA

Requests are placed on the agenda in the order submitted. Items not received by the established deadline for a given meeting will be placed on the subsequent meeting’s agenda, unless a special exception is made by the Chair. Incomplete submissions that remain incomplete by the time of the meeting will be moved to the subsequent meeting’s agenda. The order of the agenda may be adjusted at the discretion of the Chair to enhance the functionality of the meeting and/or accommodate any special needs that might arise.

3.3 QUORUM

A quorum is required to conduct official business. A simple majority (50% + one) of the voting members, with at least two voting members being student representatives, constitutes a quorum. SABAC has ten members who are potentially eligible to vote (including the chair); therefore, if all positions are filled quorum is six. If all positions are not filled, quorum shall be 50% + one of filled positions. Ex-officio, non-voting members cannot be included for quorum. While
SABAC permits voting by proxy (see Voting) those votes do not count toward quorum. If quorum is lost during the meeting, the Chair shall inform the body and no official business may be conducted again until quorum is established.

3.4 PRESENTATIONS

After submitting a supplemental funding request by the established deadline, student organization members are highly encouraged to attend the scheduled SABAC meeting to provide a presentation on the request. If no group members are available to attend the meeting, the SABAC Chair and Secretary must be notified in advance. SABAC may still review the request on the merits of the submission documents and make a decision, allow alternative methods of presentation, or table the request and forward to a future meeting and request the presence of a representative of the group. Advisors are welcome to attend SABAC meetings but may not make presentations on behalf of the group. Advisors may be consulted by the presenting student leaders during the question and answer period of the presentation.

During the SABAC meeting, the representatives for each request will have up to five minutes to present. Upon conclusion of the presentation, SABAC members may ask questions for up to five minutes. If the circumstances warrant, SABAC can approve a time extension for additional questions. If critical questions arise that cannot be sufficiently answered during the meeting, SABAC may table the request while the representatives research the questions and provide a timely response.

3.5 DISCUSSION

After the presentation, the SABAC members will have up to five minutes to discuss the request. Each member is limited to one minute of continuous commentary, and no member should speak again until all other parties wishing to speak have had an opportunity to do so. Only new points not already expressed should be introduced during discussion, and members should avoid reiterating points already discussed, asking irrelevant questions, or engaging in instructive commentary that already exists in other resources (like the Student Organization Manual) or should be addressed by advisors or departmental staff. Time limits may be extended as warranted, but the Chair must carefully consider the volume of remaining agenda items and other group members present that have not yet presented. Discussion items can be tabled at any time and reintroduced later in the same meeting or tabled for a future meeting.

3.6 VOTING

Parliamentary Procedure, as documented in the latest edition of Robert’s Rules of Order, governs the business of SABAC where not specified in this manual. A simply majority (50% + one) of the members present (presuming quorum has been established) constitutes a successful vote. A 2/3 majority vote of quorum is required to pass amendments to the SABAC Manual.

Abstaining from a vote should only occur when a conflict of interest exists or when the member does not have sufficient information to make an informed decision. Abstaining is not an acceptable way of avoiding a public stance on a potentially controversial issue. Members who
find themselves repeatedly abstaining are encouraged to examine the extent to which they are representing their constituents and honoring their commitment to SABAC.

Voting members who are unable to attend a meeting but wish to vote on specific agenda items may submit a proxy via email to the Chair and Secretary at least one hour prior to the established starting time of the meeting. If a member present at the meeting needs to leave the meeting, the member can submit desired proxies to the Chair for any outstanding agenda items. Proxy votes do not count toward quorum. Proxy votes cannot be counted if the final motion deviates from the original motion upon which the proxy was cast (i.e. the original motion is amended or fails and a new motion is introduced).

3.7 APPEALS PROCESS

All decisions made by SABAC are advisory recommendations to the Vice President for Student Affairs (VPSA). In the event that an RSO’s approved Annual Budget or Supplemental Funding Request is less than the total amount that the RSO requested, the RSO may appeal the VPSA’s written decision setting forth the basis for the award of the reduced amount. An RSO may also appeal the VPSA’s determination if the VPSA failed to issue a timely written decision after the RSO properly requested one. Any group wishing to appeal must submit the appeal in writing through the SABAC Secretary (email to sabac@kennesaw.edu). All appeals will be heard by the President or his or her designee.

Appeals must be in writing and must be submitted to the President or designee within ten business days after the RSO receives the VPSA’s written decision or, if the VPSA failed to issue a timely written decision after the RSO properly requested one, within ten business days after the time for the VPSA to issue the decision has expired.

An RSO’s appeal must be based on one of the following grounds:

- SABAC’s recommended disapproval of the Annual Budget Request, Supplemental Funding Request, or its determination of any allocation for an item therein was arbitrary or capricious and such recommendation was not remedied by the VPSA’s actions;
- The VPSA’s disapproval of the Annual Budget Request, Supplemental Funding Request, or his or her determination of any allocation for an item therein was arbitrary or capricious;
- SABAC engaged in viewpoint discrimination or another legal violation, which was not remedied by the VPSA’s actions;
- The VPSA engaged in viewpoint discrimination or another legal violation; or,
- The VPSA or SABAC failed to follow the Funding Request Processes and Procedures outlined above.

Within 20 business days of submitting the appeal, the President or his or her designee will provide the RSO with a written decision granting or denying the appeal and detailing the reasons for that determination. If the President or his or her designee grants the appeal and approves a new final budget, the new budget will be included in the written decision.
SECTION 4. ALLOCATION PROTOCOLS FOR STUDENT ACTIVITIES FUNDS

4.1 FUNDING PROCESS OVERVIEW

The Office of Financial Services provides anticipated enrollment and fee income for the next fiscal year to SABAC. This data also includes fixed costs for salaries and benefits that are funded from student activities fees, and the resulting balance that is available for allocation to student organizations. The University is required to allocate a percentage of the fund balance to be held in contingency in the event that actual fee revenue does not meet projections. The annual budget allocation process typically allocates up to the remaining balance minus fixed costs and contingency. Any remaining balance after the annual budget allocations are completed along with designated contingency funds (once revenue generation is confirmed) can be made available for SABAC to allocate through regularly scheduled meetings for supplemental funding requests. Any funds not expended by the established deadline at the end of the fiscal year (ending June 30) are transferred into a prior year surplus fund to be allocated by the VPSA and SABAC for specific approved uses. SABAC allocations and outstanding balances do not roll over from year to year to the individual organizations. SABAC reserves the right to review the use of allocated funds at any time and to make adjustments to allocations if funds are not being used for the purposes stated in the original request.

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.

4.2 FUNDING REQUESTS PROCESSES AND PROCEDURES

Registered Student Organizations requesting financial support from KSU are required to complete and submit a Budget Request form to SABAC. All decisions made by SABAC are advisory recommendations to VPSA. SABAC and the VPSA are both bound by the funding decision-making criteria set forth below.

Any RSO that seeks an Annual Budget from SABAC must provide the following information to SABAC concurrently with its Annual Budget request by 12:00 P.M. on the last Friday in March of the academic year prior to when the funds are sought:

- a detailed written description or descriptions of the specific programs, activities, or events the RSO intends to sponsor;
- accurate written cost estimates of any required supplies or services that correlate to the programmatic needs (or logistical requirements) of the programs, activities, or events;
- a written estimate of the revenue expected to be generated in the coming year through dues, ticket sales, fundraisers, donations, or other means; and,
- a written account of revenue received during the prior year through dues, ticket sales, fundraisers, donations, or other means.
Additionally, an RSO that received SABAC funds in the prior year must submit a written statement demonstrating that the RSO effectively utilized the funds that were allocated to it in the prior year to accomplish the goals for which those funds were awarded.

Supplemental Funding Requests by RSOs
An RSO that would like to request funding for a specific event or activity after the Annual Budget deadline must submit the following information no later than one month prior to the regularly-scheduled SABAC meeting at which the RSO desires the Supplemental Funding Request to be considered:

- a detailed written description or descriptions of the specific programs, activities, or events the RSO intends to sponsor; and
- accurate written cost estimates of any required supplies or services that correlate to the programmatic needs (or logistical requirements) of the programs, activities, or events.
- Additionally, an RSO that received SABAC funds in the prior year must submit a written statement demonstrating that the RSO effectively utilized the funds that were allocated to it in the prior year to accomplish the goals for which those funds were awarded.

Funding Decision-Making Criteria

The amount of funding an RSO may receive (outside of starter kits for first-year RSOs) is determined by the RSO’s stated programmatic needs and is dependent upon submission of accurate documentation supporting the request.

SABAC’s funding allocation recommendations and the VPSA’s funding allocation decisions will be based solely on whether the requesting RSO has met the following viewpoint-neutral requirements, unless the RSO requests funding for the prohibited items listed later in this policy:

- The officers and members of the RSO must be currently enrolled students of KSU.
- The RSO’s funding application must be submitted by the applicable application deadline.
- The RSO’s funding application must be complete.
- If an RSO has undertaken events and activities in the prior year, it must demonstrate that the events or activities met the objectives and budget that the RSO presented in the prior year’s budget request.
- Events and activities funded through student activity fees must be open to all KSU students.
- The RSO’s request must accurately estimate the likely cost of the event, including by taking into consideration of the number of students likely to attend; however, this criterion shall not be used to consider the content or viewpoint of an RSO’s speech, including the presumed popularity or controversial nature of an RSO’s speech.
- If an RSO requests funding for one or more events, it must demonstrate a direct connection between the amount of funds requested for the event and the proposed event.
- If an RSO requests funding for one or more events, it must demonstrate that students will be involved in the planning and implementation of the event.
- The proposed facility must suitable for the proposed events and activities based on the estimated size of attendance, technical and logistical requirements for the event or activity, and accommodation of expected security needs.
• Any honoraria requested must be in the range of honoraria for similar speakers or performers; however, this criterion shall not be used to consider the content or viewpoint of an RSO’s speech, including the presumed popularity or controversial nature of an RSO’s speech.
• Any travel expense estimates must be objectively reasonable for the type of event or activity proposed.
• Any other viewpoint-neutral criteria that are determined by university legal counsel’s written opinion. Any written opinion that contains additional viewpoint-neutral criteria will be published on SABAC’s website.

SABAC will not use the following criteria when making funding decisions for RSOs:
• The presumed popularity of an RSO's viewpoint, including the existence among the student body of opposition to, or support for, the group. However, SABAC may consider the number of students expected to be involved in specific activities or events as necessary to estimate variable expenses of the activity or event
• The length of time the RSO has been in existence
• The amount of SABAC funding the RSO has received in the past.

4.3 INAPPROPRIATE EXPENDITURES

SABAC must comply with all rules and regulations of the institution, the BOR, and any additional requirements imposed by local, state, or federal agencies. Student Activities Fees were created to serve a specific and unique purpose in support of extra-curricular activities for students that cannot be financial supported through other institutional funding sources and provide direct benefit to students. These fees were not intended to subsidize or supplement other university functions that are more appropriately funded through other sources (such as curricular activities already funded through state appropriations and tuition, or other programs/services/activities already funded through another mandatory fee or auxiliary funding source). While student programming may align with the interests of other university entities, such as academic departments or auxiliary enterprises, student activities fees are not intended to fund those entities or provide benefit to individuals who are not currently enrolled fee-paying students.

The items below cannot be funded by SABAC per BOR guidelines:
  4.3.1 Alcohol, tobacco, drugs, or any other related illegal or restricted items
  4.3.2 Political parties, candidates, or events
  4.3.3 Off-campus organizations or agencies and their related activities, including churches or related religious organizations, and membership fees for civic organizations
  4.3.4 Fundraisers, donations, or gratuities (certain programmatic expenses excluded providing that no entry fee is required to gain access to the fundraising event, and no SABAC funds are used to purchase items sold to raise funds)
  4.3.5 Scholarships or individual membership fees
  4.3.6 Prizes or promotional items exceeding state value limits
  4.3.7 Gifts and other items intended primarily for personal use
  4.3.8 Services for individual benefit or of a personal, individual nature
  4.3.9 Items of direct benefit to non-student (including employees)
4.3.10 Salaries or instructional costs for faculty, including payments for advising
4.3.11 Employee recognition and meals (including student employees)
4.3.12 Sales tax
4.3.13 Events that are not open to all KSU students
4.3.14 Expenditures that violate applicable law, Board of Regents’ policy, and KSU policies and procedures.

This list is not exhaustive, and may be altered as necessary to ensure compliance with KSU and other required policies and procedures. In addition, even in cases where it may be appropriate for SABAC to provide funds for a certain purpose, but the requested item is inconsistent with the purpose, mission, or goals of an organization, SABAC may deem the request inappropriate. The use of all SABAC funds once allocated will be reviewed regularly to ensure compliance, and organizations that use allocated funds inappropriately may become ineligible for future funding, subject to disciplinary action, and/or required to reimburse SABAC for the inappropriate expenses.

In situations where students and/or advisors have paid expenses from their own personal funds and are seeking reimbursement, if the request is deemed inappropriate no reimbursement will be issued. It is imperative that organization leaders and/or advisors receive advance approval before spending any of their own money to ensure those expenses are eligible for reimbursement. Also note that even for offices that have petty cash reimbursement capability, the same policies apply. The university also reserves the right to establish minimum and maximum reimbursement limits. Established limits may delay the timeframe in which a reimbursement is eligible for processing.

4.4 FUNDING GUIDELINES

Items typically funded through SABAC based on BOR guidelines include:
4.4.1 Independent contractor fees for outside speakers and entertainers (which can include travel related expense, but flat-rate contracted fees are preferred)
4.4.2 Required licensing and leasing fees and/or related support expenses for risk management related to events and programming
4.4.3 Event production and promotion expenses (including equipment rental, printing, etc.)
4.4.4 Prizes or awards only when equally available to all students, within individual value limits (excluding cash), including awards for contests and competitions
4.4.5 Food and refreshments for student activities when open to all students (closed meetings, club member specific meetings/socials/banquets, or officer meetings are excluded)
4.4.6 Promotional items directly associated with student events, within individual value limits (note: limited quantity t-shirts for event promotion are permissible, but t-shirts specifically for organization members are not)
4.4.7 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)
4.4.8 Stipends and/or student salaries for departments/offices that provide designated services and/or activities to students
4.4.9 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)

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

4.4.11 Travel that is directly related to a student organization’s purpose and through
which the members traveling will represent KSU (see TRAVEL for more details)

This list is not exhaustive, but is meant to establish baseline parameters within which SABAC
will evaluate requests for funding. Some expenditure types are only appropriate for certain
organizations based on the purpose, mission, or goals of the organization. Inclusion on this list
does not mean that every organization is guaranteed financial support for those items. Even when
SABAC allocates funds to an organization for certain intended purposes, the actual expenditure of
the funds is still governed by the policies and protocols established by the BOR and KSU.
Organizations may be required to comply with specific restrictions related to which vendors may
be used, how expenses may be processed, and specific amounts of funds that may be allocated for
specific purposes.

If KSU partners with specific vendors for promotional items or other services, such as food
delivery, then organizations will be required to use those approved vendors when using SABAC
funds. For example, if KSU establishes a discounted rate with Papa John’s for pizza delivery,
organizations wishing to purchase pizza from Mellow Mushroom may do so from private funds
but SABAC funds would only be used for Papa John’s and only when the appropriate KSU rate
without tax is charged.

SABAC may also establish guidelines related to specific types of expenditures and those
guidelines may vary based on circumstances and the remaining amount of resources available for
allocation in any given fiscal year. For example, to maximize access to student activities funds to
the greatest number of organizations, SABAC may establish caps on the amount of funds that any
organization may receive for an individual speaker, event, or promotional item. At any time that
such caps become established, SABAC will ensure that information is included in the minutes of
the meeting during which the decision was approved and those minutes will be available to the
public through the SABAC website. SABAC will also proactively collaborate with the Student
Government Association and the Department of Student Activities to keep student organization
leaders informed.

4.5 TRAVEL ASSISTANCE FUNDS

Organizations may request SABAC assistance to support student travel when that travel is
specifically related to the purpose and/or functions of that organization and the participants are
representing the university. Travel assistance requests must be submitted to the appropriate entity
based on the nature of the request and the purpose of the RSO. For example, if the Graduate
Student Association has funds specifically established to support graduate student travel, all of
those individual graduate student requests would solely go to GSA. An RSO that happens to
have graduate student members who might travel solely related to that RSO, like an honor society
that has undergraduate and graduate members, may receive travel funding through the RSO
request to SABAC. Travel assistance for students typically includes presenting at conferences,
participating in competitions, or related activities where there is some direct benefit not only to the individual student traveling but also a greater benefit to the broader student body and the university. Employee travel expenses may be eligible for SABAC assistance when there is direct relevance and purpose for the employee to travel related to the requesting organization. This typically includes travel assistant for an organization advisor who may be driving a vehicle or serving in an official capacity with the sponsoring organization. Employee travel assistance should not exceed the equivalent assistance provided to students.

Anyone receiving travel assistance from SABAC may be required to provide a presentation or written report upon return sharing what was learned through the travel experience to demonstrate value back to the institution. This may include a presentation at an organization meeting, participation in a symposium where multiple student organizations are collectively sharing knowledge, an online blog, an article in a newsletter, or sharing through some other student media outlet.

Students and/or advisors who receive financial support from other SABAC funded entities are not eligible to submit additional direct requests for consideration during a regular SABAC meeting. Likewise, all requests for travel assistance must include full disclosure of any other financial support related to that travel (such as financial support for an academic department, travel grant from an external organization, discounts or fee waivers from the sponsoring organization, shared expenses with other attendees, etc.).

To ensure opportunity for the maximum benefit across the student body, SABAC has established the following travel assistance limits (inclusive of all related travel expenses including registration fees):

- **4.5.1** $500 maximum funding for any individual student/advisor
- **4.5.2** $2000 maximum funding for any individual organization
- **4.5.3** $2000 maximum funding for all individuals attending any conference or travel activity even if representatives from multiple organizations are attending

Organizations are not guaranteed to receive travel assistance funds or the full amount admissible. SABAC will carefully assess all requests based on relevance and potential return on investment, within the parameters of the funds remaining to support other student activity fee needs. If travel assistance funds are provided, those funds may be assigned to pay for specific uses and/or prohibited from being assigned to pay for other uses based on how certain expenses must be processed. For example, if the Budget Manager processing the travel can directly pay registration costs, the allocated funds will be used to support that purposes first. Certain travel-related expenses are not covered by SABAC, including food and per diems. Typically, SABAC travel funds are solely used for registration, airfare, van rental, gas reimbursements, or lodging. Depending on timing and/or the nature of travel, students and/or advisors may be expected to self-fund and be reimbursed. SABAC also reserves the right to issue travel assistance funds in the form of a grant to be issued in one lump sum upon completion of travel.

Anyone receiving travel assistance funds who fails to attend the designated travel or fails to satisfactorily complete the established expectations for participating may be required to reimburse SABAC for any travel funds expended, and may become ineligible for reimbursement.
of person funds expended. In such cases SABAC may also restrict individuals and/or organizations from being eligible to request future travel funds for a designated period of time.

SABAC will not fund travel for activities that are solely of specific benefit to an individual organization and/or the individual members within an organization. For example, student organizations seeking off-campus retreat, Spring Break trips, etc. Organizations are still encouraged to seek the experiences they believe will be beneficial, and may pass the cost along to those who participate or raise funds to support those activities. Organizations wishing to engage in certain types of off-campus service activities are encouraged to coordinate with existing university-wide programs such as Alternative Spring Break or opportunities offered through Volunteerism and Service Learning.

Everyone traveling must be eligible to receive SABAC funding at the time of travel (students must be currently enrolled and advisors must be current full-time employees). Summer conference travel is permissible for students not enrolled in summer classes providing the students were enrolled in the prior Spring term and are registered for the subsequent Fall term. Students may not receive travel assistance after they have graduated.

4.6 ADDITIONAL FUNDING SOURCES

Expenses that solely or primarily serve only the members of an individual organization cannot be funded through SABAC. SABAC funds cannot be used for donations or seed money for fundraisers or to purchase items being sold. Organizations are highly encouraged to be creative and maximize opportunities for additional support, both financial and gifts in kind.

For more information about additional funding sources please consult the RSO Manual.

Regardless of the nature of additional funding sources, all organizations are obligated to utilize appropriate fiscal management practices to ensure accountability and minimize risk of violations. Advance communication with the Department of Student Activities is essential to ensure compliance and maximize organizational success.

Last Updated: December 10, 2018