ITEMS TO CONSIDER BEFORE STARTING YOUR RSO ANNUAL BUDGET REQUEST

- Only the officer who initiates the submission process will be able to access, edit, and submit the budget request.
- It is helpful to have an outline of your budget request in front of you while completing your submission.
- For your convenience, we have made a worksheet available to assist registered student organizations in drafting their budget. This worksheet mirrors the budget submission process. Use of this worksheet is not a requirement to submitting a SABAC annual budget request.
- If at any point you have questions about the RSO Policy, allowable expenditures, or anything to do with this process or SABAC, please contact SABAC at sabac@kennesaw.edu.

SUBMITTING YOUR RSO ANNUAL BUDGET REQUEST TO SABAC

1. Log in to Owl Life at https://owllife.kennesaw.edu
2. Under the “Memberships” section, select the registered student organization for which you are submitting an Annual SABAC Budget Request.
3. Once you are on your organization’s page, click the “Manage Organization” button in the top right corner.
4. Select the “Hamburger” (three horizontal lines) on the left-side of the screen to access your organization’s management drawer.

5. Select “Finance”

6. On the Finance screen, click the blue “Create New Request” button and select “Create Budget Request” from the drop-down menu.

7. On the “Create New Budget Request” please select the hyperlinked “Student Organization Annual SABAC Budget” under the “Student Organization Annual SABAC Budget Request” process.
8. Enter a title for your request using the following format: FY22 [Club Name] Annual Budget Request. The “Description” field is an optional field and is for internal use by your organization only. Please click the blue “Next” button to proceed to the “Additional Information” section.

9. Please read and review the Instructions for submitting an Annual SABAC Budget Request. You will be required to type your name in the text box at the bottom of the screen affirming that you have read the instructions. Click the blue “Next” button.
10. Policy Acknowledgements: Please read and review the Policy Acknowledgements for submitting a SABAC Annual Budget Request. You will be required to type your name in a text box after each individual policy statement affirming that you have read and acknowledge the policies. There is a total of 5 acknowledgements required on this screen. Click the blue “Next” button.

11. RSO Background Information: Within this section, you will be prompted to provide the following information:
   a. Contact information for your RSO’s President, Reservation Delegate, Treasurer, and Staff/Faculty Advisor(s).
   b. Review and affirm your organization’s adherence to RSO Policy statements.
   c. Indicate if your RSO received SABAC funding during the 2021 fiscal year, which runs from July 1, 2020 to June 30, 2021.

   Once you have provided this information, please click the blue “Next” button.

12. If your RSO received funding during fiscal year 2021, you will be prompted to provide a written statement demonstrating how your RSO effectively utilized those funds. After entering this statement, please click the blue “Next” button. Please note: If your RSO did not receive funding during fiscal year 2021, you will not be prompted to provide this information.
13. SABAC Funding Categories: For each type of funding your organization is requesting, check the box next to the category. You can select multiple funding categories. For each category selected, you will be prompted to provide background information for the corresponding requests. Click the blue “Next” button.

**BACKGROUND INFORMATION:**
Based on which Funding Categories were selected in the previous section, you will provide background information on each of the associated expenses. This information will be used to help SABAC better understand your budget request. Within this section, you will provide general information such as program/expense name, event or travel locations, event or travel dates, descriptions, and/or anticipated attendees for each expense for which you are requesting SABAC funds. **You do not need to enter any dollar amounts within this section.**

14. Program Funding, Background Information: If you selected “Program Funding” during step 12, you will be directed to the “Program Funding Background Information” screen. For each program your organization is requesting SABAC funding, please provide the program name, proposed location(s), proposed date(s), description of the program, and the anticipated number of students, staff/faculty, and off campus participants. **Please note:**
For the anticipated number of guests a whole number must be entered, ranges are not permissible. SABAC understands this is a projected figure and actual attendance may vary.

15. If your organization has more than five (5) programs for which they would like to request SABAC funding, please select “Yes” for the final question on this screen and you will be directed to additional entry fields. Otherwise, please select “No.” Click the blue “Next” button.

16. Promotional Funding Background Information: If you selected “Promotional Funding” during step 12, you will be directed to the “Promotional Funding Background Information” screen. For each promotional purchase for which your organization is requesting SABAC funding, please provide a description of the purchase and a promotional funding distribution plan for the purchase.
17. If your organization has more than five (5) promotional purchases for which they would like to request SABAC funding, please select “Yes” for the final question on this screen and you will be directed to additional entry fields. Otherwise, please select “No.” Click the blue “Next” button.

18. Travel Support Funding Background Information: If you selected “Travel Support Funding” during step 12, you will be directed to the “Travel Support Funding Background Information” screen. For each trip for which your organization is requesting SABAC funding, please provide a trip name, location(s), date(s), description of the purpose of the trip, and the number of students that will be traveling. 

*Please note: Kennesaw State University continues to suspend all current year University-sponsored international and domestic travel. RSOs and departments may submit travel requests as part of SABAC’s FY22 annual budget review process. Approval of FY22 travel funds is conditional, and funds may only be released if current travel restrictions are withdrawn.*

19. If your organization has more than five (5) trips for which they would like to request SABAC funding, please select “Yes” for the final question on this screen and you will be directed to additional entry fields. Otherwise, please select “No.” Click the blue “Next” button.
BUDGET:
In this section, you will be required to provide an itemized list of projected expenses associated with each of the entries for which you provided background information in step 13-18. Please read the instructions below and those under each Budget Section (highlighted in green on the screen) carefully. Please note: If there is a funding category for which your organization is not requesting funds, you do not need to enter any information (e.g., if your organization is not requesting Travel Support Funding, you do not need to provide any information under the “Travel Support Funding (Rename to Trip Name)” budget section).

20. Program Funding Budget Section: If you selected Program Funding in Step 12, please select the blue hyperlinked text that read “Program Funding (Rename to Program Name).”

![Budget Section](image)

21. An “Edit Section” window will open that allows you to change the name of the section. Please edit the existing text in the “Name” to match Program Entry 1 from Step 13. After renaming, please click the blue “Save” button.

![Edit Section](image)

22. To add expenses associated with this program, please select the grey “Add Item” button. The “New Line Item” window will pop-up.
23. From the drop-down menu, please select the expense category that most closely aligns with your requested item(s). Tip: When an option is selected, the drop-down menu will close and an example of expenses that match that category are provided. This can be helpful in determining the best Line-Item Category to match your expense.

24. Enter the name of your expense (e.g., Cupcakes, Paper Plates, or Balloons) and provide a description of the expense in the “Description” box. This text should accurately reflect the item(s) to be purchased.
25. Enter the quantity of the item to be purchased and the estimated cost for each item in the boxes provided. The system will calculate the total cost for you.

\[
\text{Quantity} \times \text{Cost} = \text{Total}
\]

26. Upload Support Document: Click the gray “Choose File” button to upload documentation supporting the requested line-item expense, such as a quote from the vendor or a screen shot of the item’s cost from the seller’s website. Click the blue “Save” button.

27. Repeat steps 21-25 for each itemized expense associated with the program have been uploaded.

28. As you add items to your budget request, the system will show the renamed budget section and automatically calculate the total cost for your entries at the top of the screen. 

*Please note: If the sum of your expenses for a particular funding category or line-item expense type exceeds the amount specified by SABAC, you will receive an error message and be directed to edit your amounts before you are able to submit your budget.*

29. To add expenses for an additional program, please select the gray “+ Another “Program Funding (Rename to Program Name)” Section button. Repeat steps 19-26 until you have added each program, and related expenses, for which your organization is request funding.

30. Repeat steps 19-28 for the Promotional Funding (Rename to Entry Name) and Travel Support Funding (Rename to Trip Name) budget sections, as applicable to your budget request.

31. Once you have completed uploading all components of your registered student organization’s annual SABAC budget request, please click the blue “Submit” button.
EDITING YOUR BUDGET REQUEST

If you need to edit your budget request after it has been submitted and it is before the end of the budget submission period (March 26th at 12pm), you can complete the following steps:

1. Navigate to your organization’s Finance page in Owl Life by following steps 1-4 in the previous section.
2. On the Finance Requests screen, toggle to the “Budget” section on the left-hand menu.

3. Select your organization’s annual budget from the list on the right-side of the screen and your organization’s annual budget request will load.
4. To edit your submission, select the grey “Withdraw Request” button.

5. You will now be able to edit and re-submit your budget request.
6. IMPORTANT: If you do not re-submit your Annual SABAC Budget Request prior to the close of the submission period, you will not be able to submit your request. Once your request is withdrawn, SABAC will be unable to review your request. You MUST re-submit your budget to be considered for funding by SABAC.

CHECKING THE STATUS OF YOUR BUDGET REQUEST

1. To view the status of your Annual SABAC Budget request, after it has been submitted, please follow steps 1-3 in the previous section.
2. On the right-side of this screen, you will have access to view the “Request History” of your submission. From here you can view where in the SABAC review process your organization’s annual budget request is.
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