SABAC Annual Budget Request Guide
For Registered Student Organizations (RSOs)
Fiscal Year 2022 - July 1, 2021 through June 30, 2022 (FY22)

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). 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 have 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
  - $500 maximum funding for any individual student per trip
  - $1,500 maximum funding for any individual student per fiscal year
  - $5,000 maximum funding for any registered student organization
- **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)
  - $5,000 maximum funding allowed for any single event, program, or activity
- 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)
  - $500 maximum of per fiscal year
- 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. SABAC may amend FY21 expenses below the published maximums and establish new guidelines from FY20 based on determining the amount of resources available for allocation in the fiscal year.

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Maximum Allowed</th>
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<tbody>
<tr>
<td>Travel</td>
<td>$500 maximum funding for any individual student per trip</td>
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<tr>
<td></td>
<td>$1,500 maximum funding for any individual student per fiscal year</td>
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<tr>
<td></td>
<td>$5,000 maximum funding for any registered student organization</td>
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<tr>
<td>Programs</td>
<td>$5000 maximum funding allowed for any single event, program, or activity</td>
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<tr>
<td>Promotions</td>
<td>$500 maximum of per fiscal year</td>
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</tbody>
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Timeline

- March 1: annual budget submission opens
- March 26 at 12:00 NOON: annual budget requests due (no late submissions will be accepted)
- May 7: RSOs to be notified of their annual budget request status

Submission Steps Flow Chart

Other Key Points to Consider

- Incomplete or late submissions will not be accepted by SABAC (3/26 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.
- Attendance at all SABAC-funded 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.