USER GUIDE
# FY22 RSO SUPPLEMENTAL SABAC BUDGET REQUEST

## ITEMS TO CONSIDER BEFORE STARTING YOUR RSO SUPPLEMENTAL 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.
- 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 SUPPLEMENTAL 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.
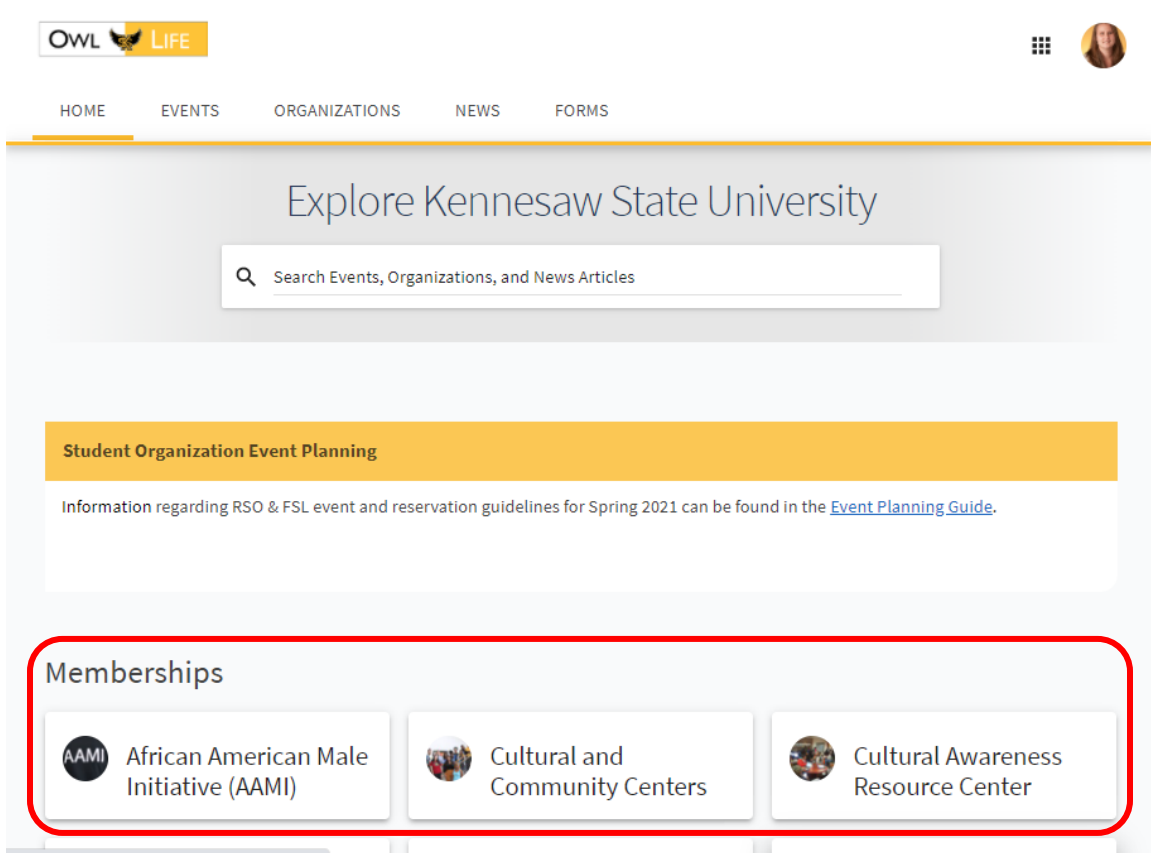
3. Once you are on your organization's page, click the "Manage Organization" button in the top right corner.
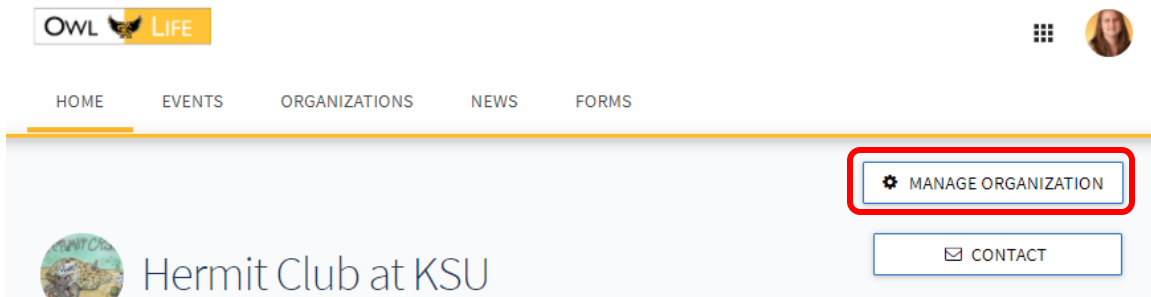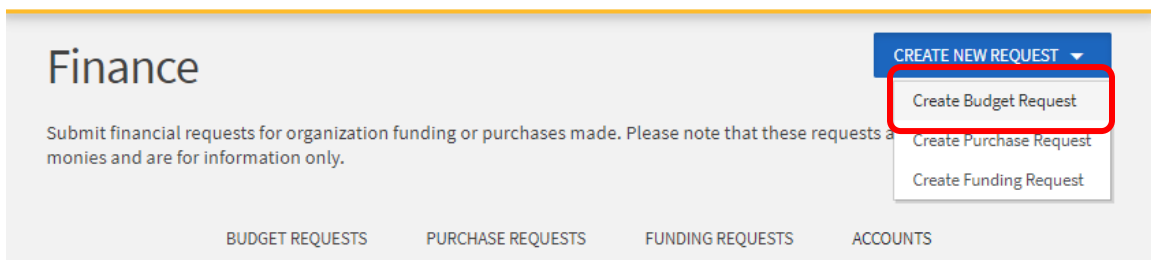
4. Select the "Hamburger" (three horizontal lines) on the left-side of the screen to access your organization's management drawer.

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 "Supplemental Budget Request" under the "Supplemental Budget Request" process.

Select a Process or Budget to Start Your Request

Search 🔍

Process: **TEST - Supplemental**

Available from 7/29/21 8:00 AM to 7/30/21 12:00 PM
TEST!!!
This form is for Registered Student Organizations (RSOs) seeking Supplemental Funding from the Student Activities Budget Advisory Committee (SABAC). Before completing this form, it is recommended that the submitter(s) familiarize themselves with the most current form of the SABAC Protocol Manual and the most current RSO Manual. Additionally, the Department of Student Activities serves as an available resource for all RSOs for assistance in preparing a SABAC funding request and/or on-campus events.

Budget: **Program/Event Supplemental Funding**
Request for supplemental funding to support a program or event.

Budget: **Promotional Supplemental Funding**
Request for supplemental funding to be used towards the purchase of promotional items.

Budget: **Travel Support Supplemental Funding Request**
Request for supplemental travel support funding

8. Enter a title for your request using the following format: FY22 [Event or Expense Name]. 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.

REQUEST

* Request Title (Required Field)

FY22 Hermit Club Annual Budget Request

Description

This field is not required.

CANCEL   ‹ PREVIOUS   NEXT ›

9. Terms and Conditions: Please read and review the Terms and Conditions for submitting a SABAC Supplemental 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 four acknowledgements required on this screen. Click the blue "Next" button.

* Please type your first and last name in the box below to indicate that you have read the above policies regarding campus event attendance tracking for SABAC-funded events.

> Jane Doe

FINISH LATER | ❮ PREVIOUS | NEXT ❯

10. 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. Indicate if your RSO intends to present your Supplemental Request at a SABAC meeting.
    c. Indicate if your RSO received SABAC funding during the current or previous fiscal year.
    d. Indicate for which type of funding your RSO is seeking supplemental funding.
    Once you have provided this information, please click the blue "Next" button.

11. If your RSO received funding during the current or previous fiscal year, 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 the current or previous fiscal year, you will not be prompted to provide this information.*

Previous SABAC Funding

Please provide a written statement below demonstrating that your organization effectively utilized the funds that were allocated to it to accomplish the goals for which those funds were awarded.

FINISH LATER | ❮ PREVIOUS | NEXT ❯

12. **BACKGROUND INFORMATION:**
    Based on which Funding Category was 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.**
    a. **Program Funding**, Background Information: If you selected "Program Funding" during step 10, you will be directed to the "Program Funding Background Information" screen. 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.

* Program Entry 1

  * Program Name

  [ ]

  * Location(s)

  [ ]

  * Date(s)

  [ ]

  * Description

  [ ]

  * Anticipated Number of Student Participants

  [ ]

  * Anticipated Number of Staff/Faculty Participants

  [ ]

  * Anticipated Number of Off Campus Participants

  [ ]

b. **Promotional Funding** Background Information: If you selected "Promotional Funding" during step 10, you will be directed to the "Promotional Funding Background Information" screen. Please provide a description of the purchase and a promotional funding distribution plan for the purchase.

* Promotional Entry 1

  * Description

  [ ]

  * Promotional Funding Distribution Plan
  How will your RSO distribute materials and/or who can receive them?

  [ ]

c. **Travel Support Funding** Background Information: If you selected "Travel Support Funding" during step 10, you will be directed to the "Travel Support Funding Background Information" screen. 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: Due to COVID-29, approval of FY22 travel funds is conditional, and funds may only be released based on the current travel restrictions (if any) at the time of travel.

* Travel Entry 1

  * Trip Name

  [   ]

  * Location(s)

  [   ]

  * Date(s)

  [   ]

  * Description

  [   ]

  * Number of Students Traveling

  [   ]

BUDGET:

In this section, you will be required to provide an itemized list of projected expenses associated with the entry for which you provided background information in the previous step. Please read the instructions below and those under each Budget Section (highlighted in green on the screen) carefully.

13. Rename Budget Section: Select the blue highlighted text that says "Rename."

Budget: Student Organization Annual SABAC Budget

REQUEST   ADDITIONAL INFORMATION   BUDGET

FY22 Hermit Club Annual Budget Request

Requested Total	**$0.00**
Reviewer Adjusted Total	**$0.00**

Sections (3)	# of Line Items (0)	Amount
Program Funding (Rename to Program Name)	0	$0.00
Promotional Funding (Rename to Entry Name)	0	$0.00
Travel Support Funding (Rename to Trip Name)	0	$0.00

Budget Section:

Program Funding (Rename to Program Name) ☑

For each Program your RSO is requesting SABAC funding you are required to add a "Program Funding" section to your budget request. You are required to rename each "Program Funding" section to match the Program Name you previously provided within the "Program Background" section of the budget request process.

14. 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 Name from Step 12. After renaming, please click the blue "Save" button.

Edit Section

* **Name** (Required Field)

Program Funding (Rename to Program Name)

For each Program your RSO is requesting SABAC funding you are required to add a

15. To add expenses associated with this program, please select the grey "Add Item" button. The "New Line Item" window will pop-up.

Budget Section:

Chess Tournament ☑

For each Program your RSO is requesting SABAC funding you are required to add a "Program Funding" section to your budget request. You are required to rename each "Program Funding" section to match the Program Name you previously provided within the "Program Background" section of the budget request process. 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.) Spending Limit: Up to $5,000 per approved event.

+ ADD ITEM

16. 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.*

New Line Item

* Line Item Category (Required Field)

Supplies and Materials (714100) (Expense) ⌄

Supplies and Materials (714100) (Expense)
Office Supplies (714101) (Expense)
Postage, Shipping & Handling (714110/714111) (Expense)
Licenses (714112) (Expense)
Books/eBooks (714113) (Expense)
Rentals, No Real Estate (719100) (Expense)
Rentals, Residence Halls (719101) (Expense)
Operating Expense (727100) (Expense)

New Line Item

* Line Item Category (Required Field)

Supplies and Materials (714100) (Expense) ⌄

Walmart, Hobby Lobby, etc. for student programming events, Week of Welcome

17. 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.

New Line Item

* Line Item Category (Required Field)

Food & Meals, Students (727730) (Expense) ⌄

All student food, snacks, water and candy for programs and event

* Name (Required Field)

Cupcakes

Description

Snack for students attending the Chess Tournament. Purchased from KSU Catering.

18. 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.

19. 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.

20. 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.


21. Once you have completed uploading all components of your registered student organization's Supplemental SABAC budget request, please click the blue "Submit" button.
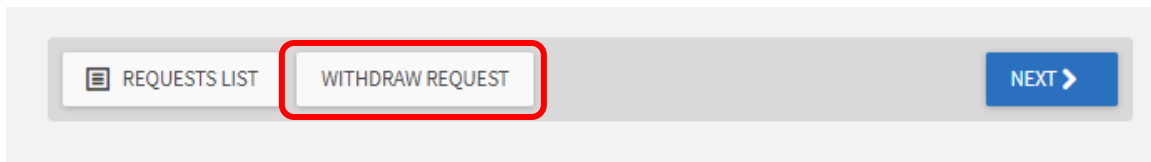
EDITING YOUR BUDGET REQUEST

If you need to edit your budget request after it has been submitted and it is before it has been reviewed by SABAC, 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.
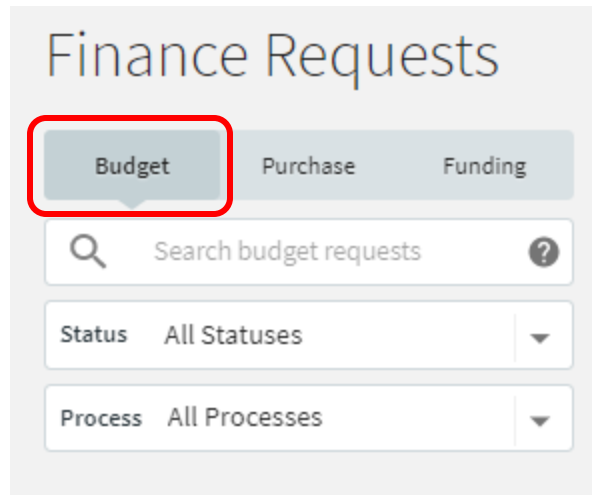
3. Select your organization's budget that you would like to edit from the list on the right-side of the screen and your organization's budget request will load.
4. To edit your submission, select the grey "Withdraw Request" button.

5. You will now be able to edit and re-submit your budget request.
6. **IMPORTANT:** If you do not re-submit your supplemental 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 supplemental 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.