

# USER GUIDE

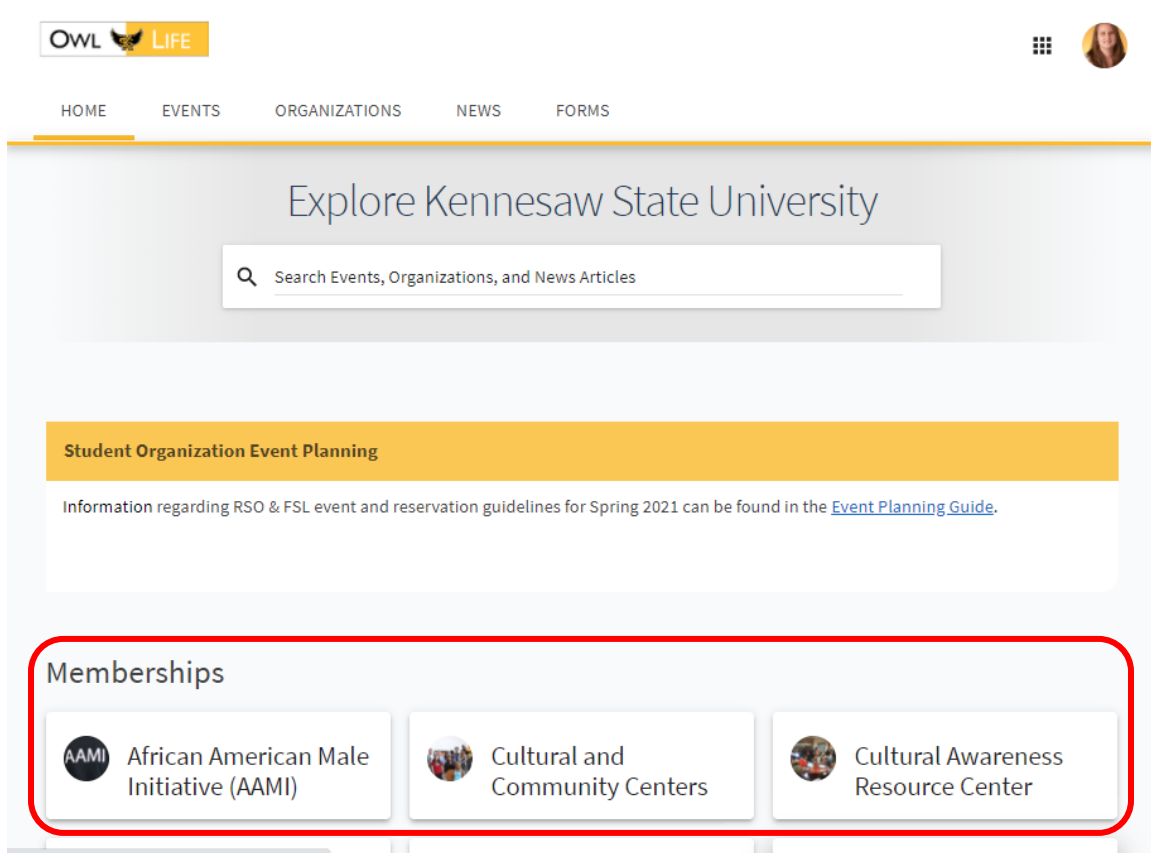
## FY24 RSO ANNUAL SABAC BUDGET REQUEST

### ITEMS TO CONSIDER BEFORE STARTING YOUR RSO ANNUAL BUDGET REQUEST

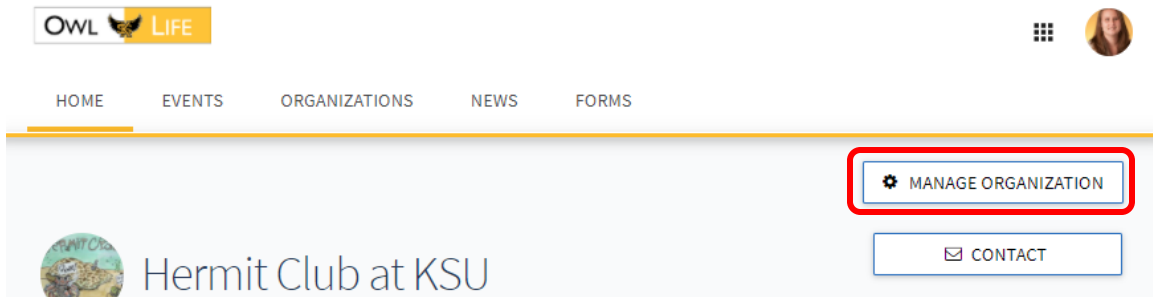
- Only the officer who initiates the submission process will be able to access, edit, and submit the budget request.
- It is helpful to have an outline of your budget request in front of you while completing your submission.
- If at any point you have questions about the RSO Policy, allowable expenditures, or anything to do with this process or SABAC, please contact SABAC at [sabac@kennesaw.edu](mailto: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.

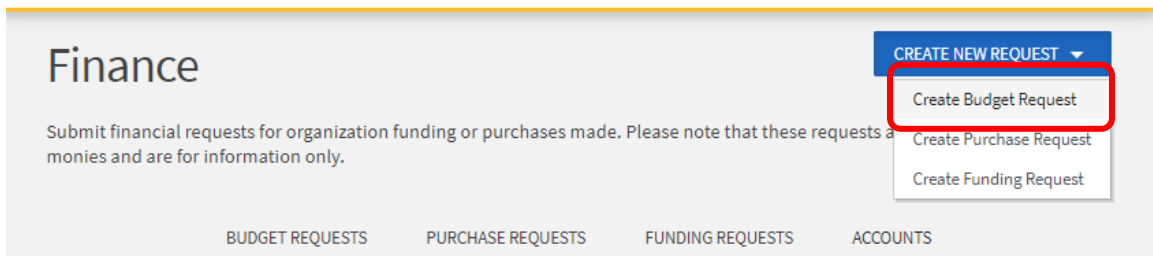


4. Select the organization's icon on the left-side of the screen to access your organization's management drawer.

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.

## Create New Budget Request

Select a Process or Budget to Start Your Request Search Q

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**Process:** **Student Organization Annual SABAC Budget Request**  
 Available from 2/18/21 8:00 AM to 3/26/21 12:00 PM  
 Please complete this process in order to submit a request for an annual budget from SABAC on behalf of an Registered Student Organization.

**Budget:** **Student Organization Annual SABAC Budget**  
 In this section, you will provide an estimate of expenses for program, promotional, or travel support funding entry from the previous section. For each entry you will add an additional "Budget Section" and rename it to match the Program, Promotional, or Travel name indicated in the previous section.

CANCEL

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.

REQUEST

**\* Request Title (Required Field)**

FY22 Hermit Club Annual Budget Request

**Description**

This field is not required.

CANCEL
◀ PREVIOUS
NEXT ▶

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.

Please type your first and last name in the box below to indicate you have read the above information.

FINISH LATER < PREVIOUS NEXT >

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.

\* 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.

FINISH LATER < PREVIOUS NEXT >

11. RSO Background Information: Within this section, you will be prompted to provide the following information:
- Contact information for your RSO’s President, Reservation Delegate, Treasurer, and Staff/Faculty Advisor(s).
  - Review and affirm your organization’s adherence to RSO Policy statements.

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

\* Did your RSO receive funding from SABAC in the previous fiscal year (this includes both annual budget funding as well as supplemental funding)? If you are unsure whether your RSO received funding from SABAC, or you are unsure of the amount(s) awarded, please email [sabac@kennesaw.edu](mailto:sabac@kennesaw.edu).

Yes  
 No

FINISH LATER < PREVIOUS NEXT >

12. 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.

REQUEST    ADDITIONAL INFORMATION    BUDGET

### FY22 Hermit Club Annual Budget Request

#### SABAC Funding Categories

\* Please select each of the Funding Categories for which your RSO is requesting SABAC funds:

- Program Funding:** 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.
- Promotional Funding:** 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.
- Travel Support Funding:** 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.

FINISH LATER    < PREVIOUS    NEXT >

### 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.**

13. 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.*

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\* 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

14. 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.

\* Do you have additional programs for which you would like to request SABAC funding?

Yes

No

FINISH LATER      < PREVIOUS      NEXT >

15. 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.

\* Promotional Entry 1

\* Description

\* Promotional Funding Distribution Plan

*How will your RSO distribute materials and/or who can receive them?*

16. 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.

\* Do you have additional promotional entries for which you would like to request SABAC funding?

Yes

No

FINISH LATER      < PREVIOUS      NEXT >

17. 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: Approval of travel funds is conditional, and funds may only be released if current travel restrictions are withdrawn.*

The screenshot shows a form titled "Travel Entry 1" with the following fields:

- \* Trip Name
- \* Location(s)
- \* Date(s)
- \* Description
- \* Number of Students Traveling

18. 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.

The screenshot shows a question: "Do you have additional Travel Support entries for which your RSO would like to request SABAC funding?" with two radio button options: "Yes" and "No". The "No" option is selected. At the bottom of the form, there are three buttons: "FINISH LATER", "PREVIOUS", and "NEXT".

**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).*

19. 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: 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.

20. 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

**\* Name (Required Field)**

Program Funding (Rename to Program Name)

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

21. 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**

22. 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

23. 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.

24. 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.

* Quantity		* Cost		Total
50	X	\$ 2.25	=	<b>\$112.50</b>

25. 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.

\* Upload Support Document (10MB max) (Required Field)

Choose File No file chosen

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

FY22 Hermit Club Annual Budget Request

Requested Total		\$112.50
Reviewer Adjusted Total		\$112.50
Sections (3)	# of Line Items (1)	Amount
Chess Tournament	1	\$112.50
Promotional Funding (Rename to Entry Name)	0	\$0.00
Travel Support Funding (Rename to Trip Name)	0	\$0.00

28. 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.

+ ADD ITEM

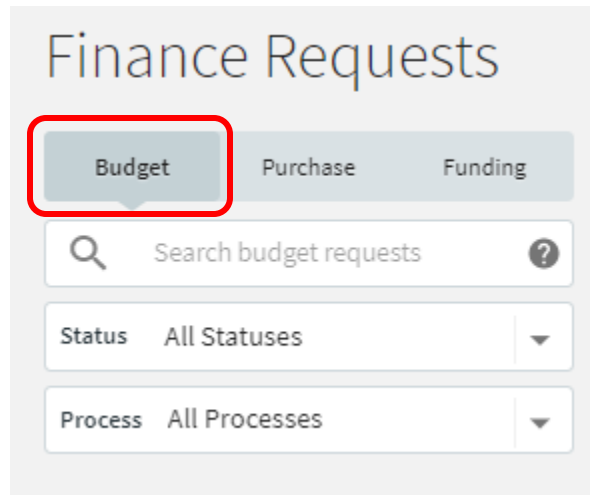
+ ANOTHER "PROGRAM FUNDING (RENAME TO PROGRAM NAME)" SECTION

29. 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.
30. Once you have completed uploading all components of your registered student organization’s annual SABAC budget request, please click the blue “Submit” button.

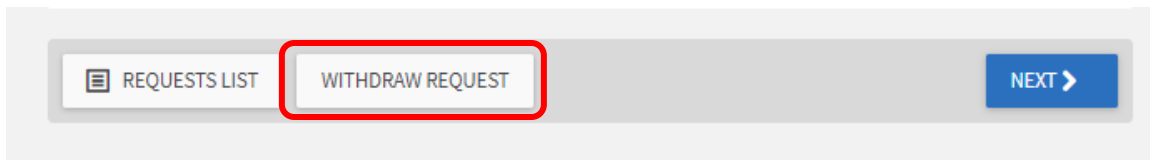
## EDITING YOUR BUDGET REQUEST

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 31<sup>st</sup> 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.

## Request History



### Submitted

2/18/2021, 3:42PM by Jessica Duvall



### Withdrawn

2/10/2021, 1:23PM by Jessica Duvall



### Moved Forward to: RSO Notification of SABAC Funding Decision

2/10/2021, 11:51AM by Jessica Duvall



### Moved Forward to: SABAC Recommendations Submitted to VPSA

2/10/2021, 11:50AM by Jessica Duvall