

# SABAC

STUDENT ACTIVITY BBUDGET  
ADVISORY COMMITTEE

## RSO Intro to SABAC101

Updated August 2024

# SABAC'S PURPOSE

TO ALLOCATE STUDENT ACTIVITY FUNDS TO ELIGIBLE STUDENT ORGANIZATIONS, DEPARTMENTS, AND PROGRAMS

- SABAC IS COMPOSED OF 8 VOLUNTEER STUDENTS AS REQUIRED BY ONE USG.
- SABAC STUDENTS REVIEW FUNDING REQUESTS FROM RSOs.
  - ANNUAL BUDGET REQUESTS
  - SUPPLEMENTAL BUDGET REQUESTS

# FOLLOW THE \$\$\$

- WHERE DOES SABAC GET ITS MONEY?

FROM YOU STUDENTS!

(THROUGH THE STUDENT ACTIVITY FEES YOU PAY EACH SEMESTER)

- ALL USG INSTITUTIONS ARE FUNDED FROM MULTIPLE SOURCES: STATE APPROPRIATIONS, TUITION, GRANTS, DONATIONS, MANDATORY STUDENT FEES, AND ELECTIVE FEES
- STUDENTS PAY MULTIPLE FEES (ATHLETICS, REC, HEALTH, PARKING, ETC.) AND SABAC IS ONLY RESPONSIBLE FOR ALLOCATING ONE FEE – FOR STUDENT ACTIVITIES



# SABAC IS ADVISORY

- SABAC IS AN ADVISORY COMMITTEE TO THE VICE PRESIDENT FOR STUDENT AFFAIRS (VPSA)
- THE VPSA OVERSEES THIS AND OTHER BUDGETS, BUT THE ULTIMATE BUDGET MANAGER IS THE PRESIDENT
- *IN OTHER WORDS – SABAC IS NOT THE FINAL SAY, AND THERE ARE APPEAL PROCESSES*

# SABAC BUT... WHO ARE THEY?



## SABAC VOTING MEMBERS

DECARIUS GILLYARD – SABAC CHAIR

AND

8 SABAC STUDENTS THAT VOLUNTEER  
THEIR TIME TO SERVE ON SABAC.



## SABAC NON-VOTING MEMBERS

DR. AMBER LESICKO – SABAC ADVISOR

KIMMYA CABRAL – SABAC OPERATIONS  
SPECIALIST

MELISSA KOHRING – SABAC SECRETARY



# SABAC PROTOCOL MANUAL

- SABAC HAS A PROTOCOL MANUAL THAT OUTLINES THE POLICIES, PROCEDURES AND GUIDELINES. IF THERE IS A CHANGE FROM USG, DOAS, AND/OR KSU GUIDELINES, THE MANUAL WILL BE UPDATED ACCORDINGLY
- KNOW THE SABAC PROTOCOL MANUAL, WHICH IS LOCATED ON THE SABAC WEBSITE FOR YOU TO REFER TO ON YOUR OWN AT ANY TIME
- PREVIOUS SABAC STUDENTS ALREADY ALLOCATED ANNUAL FUNDS FOR THIS FISCAL YEAR DURING THE ANNUAL BUDGETS PROCESS DURING THE LAST SPRING SEMESTER (APRIL)
- SABAC'S ROLE IS TO MAKE SURE WE REMAIN CONSISTENT IN OUR REVIEW AND RECOMMENDATION FOR ALLOCATIONS REQUESTED

[FY25 SABAC PROTOCOL MANUAL - CLICK HERE](#)

# TRANSPARENCY



The past SABAC Supplemental Meetings are available online at [sabac.kennesaw.edu](http://sabac.kennesaw.edu)



SABAC prides itself on its transparency – meetings are open via an online medium



Agendas, Meeting Minutes, Meeting Recordings, and SABAC history are posted on the SABAC website also.



# FUNDING GUIDELINES

- EVENTS/ACTIVITIES FUNDED THROUGH **STUDENT ACTIVITY FEES MUST BE OPEN TO ALL KSU STUDENTS**
- REQUESTS MUST ACCURATELY ESTIMATE LIKELY COSTS CONSIDERING NUMBER OF STUDENTS LIKELY TO ATTEND, AND DIRECT CONNECTION BETWEEN AMOUNT REQUEST AND PROPOSED EVENT/ACTIVITY
- REQUESTS MUST BE **COMPLETE AND SUBMITTED BY DEADLINE**
- SABAC MUST BE VIEWPOINT/CONTENT **NEUTRAL**
- REQUEST MUST HAVE **PROPER DOCUMENTATION**



# ANNUAL VS SUPPLEMENTAL (WHAT'S THE DIFFERENCE???)



- **ANNUAL BUDGET REQUESTS:** RSOs SHOULD BE PLANNING A YEAR AHEAD. EXAMPLE: THE CURRENT SCHOOL YEAR IS 2024-2025 (FALL & SPRING SEMESTERS). DURING THE SPRING 2025 (NOW), RSOs SHOULD BE PLANNING THERE RSO EVENT CALENDAR FOR NEXT YEAR 2025-2026 (FALL AND SPRING SEMESTERS). ANNUAL BUDGETS ARE TO PLAN YOUR EVENTS FOR NEXT YEAR AND RECREATE A BUDGET OF WHAT YOU WILL NEED FOR EACH OF THOSE EVENTS. RSOs SUBMIT THEIR ANNUAL BUDGET REQUESTS IN FEBRUARY.

ANNUAL BUDGET SUBMISSIONS: OPENS FEBRUARY 24, 2025

ANNUAL BUDGET DEADLINE: MARCH 28, 2025

- **SUPPLEMENTAL BUDGET REQUESTS:** THESE REQUESTS ARE FOR NEW RSOs THAT HAVE NOT HAD AN OPPORTUNITY TO REQUEST ANNUAL FUNDS YET AS WELL AS RSOs THAT MAY HAVE AN UNFORESEEN OPPORTUNITIES THAT THEY WOULD LIKE TO TAKE ADVANTAGE OF. SABAC HOSTS SUPPLEMENTAL MEETING EACH MONTH DURING THE YEAR (EXCEPT DEC AND APRIL) THAT STUDENTS CAN SUBMIT A SUPPLEMENTAL REQUESTS TO BE HEARD DURING THESE MEETINGS.

SUPPLEMENTAL BUDGET DEADLINE: 1-MONTH PRIOR TO EACH MEETING

# TYPES OF FUNDING REQUESTS



**Programming** – speakers, activities, food, give-a-way items

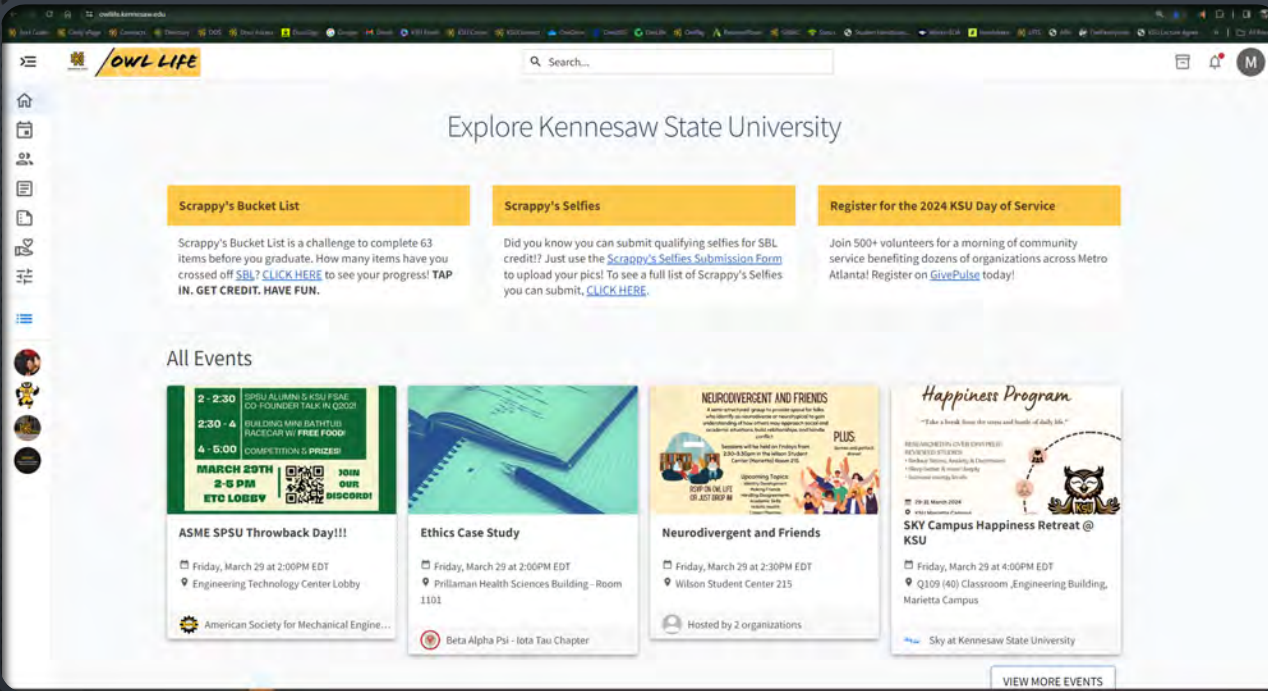
**Travel** – typically for conferences, related to RSO and benefiting KSU students broadly. (airfare, lodging, registration, mileage).

**Promotional** – Expenses related to general marketing and promotion of the RSO to other KSU students, not typically tied to a specific event/program

**Reallocations** - Request to change previously Approved Annual Funds.

Example: An RSO planned to have a Welcome Back event in August, but the RSO did not get their Purchase Request submitted by the deadline and were unable to use their approved funds. Now, the RSO wants to reallocate those Approved funds to purchase promotional items to give away at another event in the Spring.

# WHERE DO YOU SUBMIT SUPPLEMENT BUDGET REQUEST?



The screenshot displays the OWL LIFE website interface. At the top, there is a navigation bar with the OWL LIFE logo and a search bar. Below the navigation bar, the main heading reads "Explore Kennesaw State University". The page features three prominent yellow buttons: "Scrappy's Bucket List", "Scrappy's Selfies", and "Register for the 2024 KSU Day of Service". Each button has a corresponding text block providing details and links. Below these buttons, there is an "All Events" section with four event cards. The first card is for "ASME SPSU Throwback Day!!!", the second for "Ethics Case Study", the third for "Neurodivergent and Friends", and the fourth for "SKY Campus Happiness Retreat @ KSU". Each event card includes the date, time, location, and the organizing organization.

**Scrappy's Bucket List**  
Scrappy's Bucket List is a challenge to complete 63 items before you graduate. How many items have you crossed off? [SBL? CLICK HERE](#) to see your progress! **TAP IN. GET CREDIT. HAVE FUN.**

**Scrappy's Selfies**  
Did you know you can submit qualifying selfies for SBL credit? Just use the [Scrappy's Selfies Submission Form](#) to upload your pics! To see a full list of Scrappy's Selfies you can submit, [CLICK HERE](#).

**Register for the 2024 KSU Day of Service**  
Join 500+ volunteers for a morning of community service benefiting dozens of organizations across Metro Atlanta! Register on [GivePulse](#) today!

**All Events**

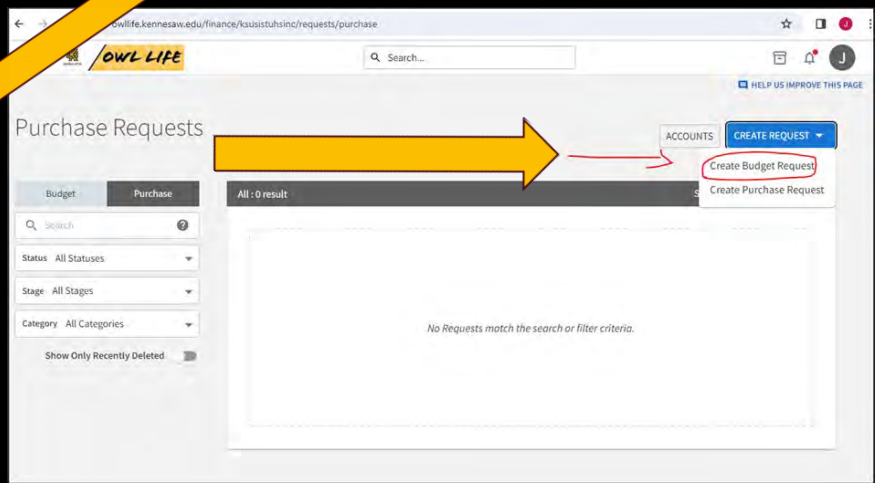
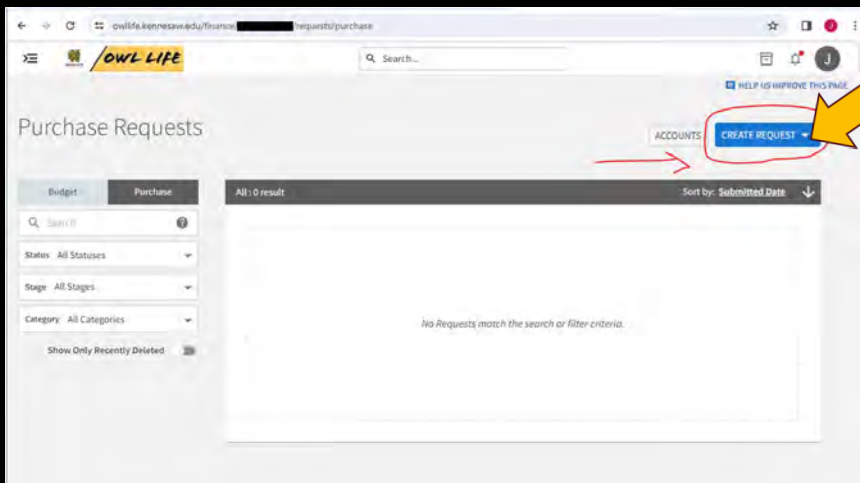
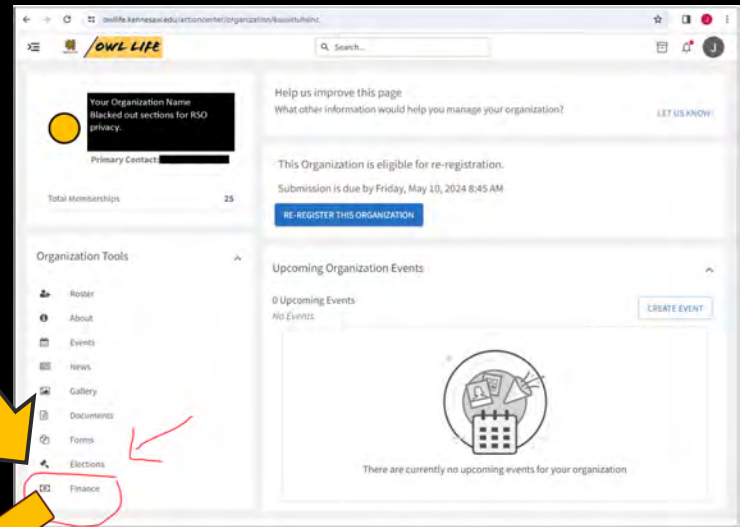
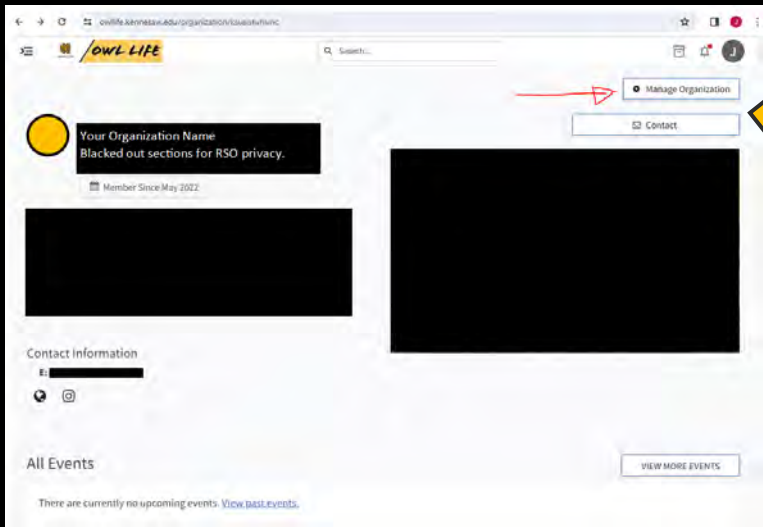
- ASME SPSU Throwback Day!!!**  
Friday, March 29 at 2:00PM EDT  
Engineering Technology Center Lobby  
American Society for Mechanical Engine...
- Ethics Case Study**  
Friday, March 29 at 2:00PM EDT  
Phillaman Health Sciences Building - Room 1101  
Beta Alpha Psi - Iota Tau Chapter
- Neurodivergent and Friends**  
Friday, March 29 at 2:30PM EDT  
Wilson Student Center 215  
Hosted by 2 organizations
- Happiness Program**  
SKY Campus Happiness Retreat @ KSU  
Friday, March 29 at 4:00PM EDT  
Q3109 (40) Classroom, Engineering Building, Marietta Campus  
Sky at Kennesaw State University

[VIEW MORE EVENTS](#)

SUPPLEMENTAL BUDGET REQUEST SUBMISSIONS ARE SUBMITTED THROUGH OWLIFE.

OWLIFE [HTTPS://OWLLIFE.KENNESAW.EDU/](https://owllife.kennesaw.edu/)

# Supplemental Request - Step-By-Step

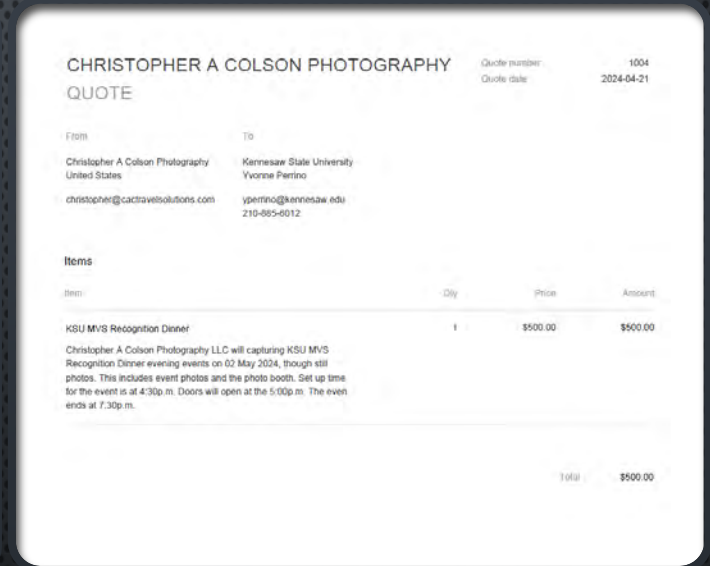
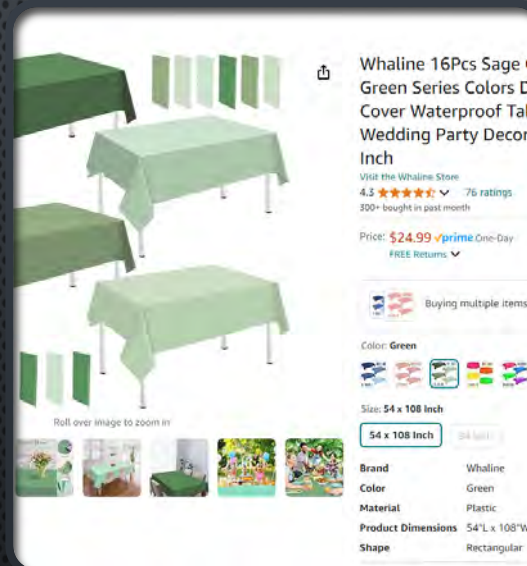
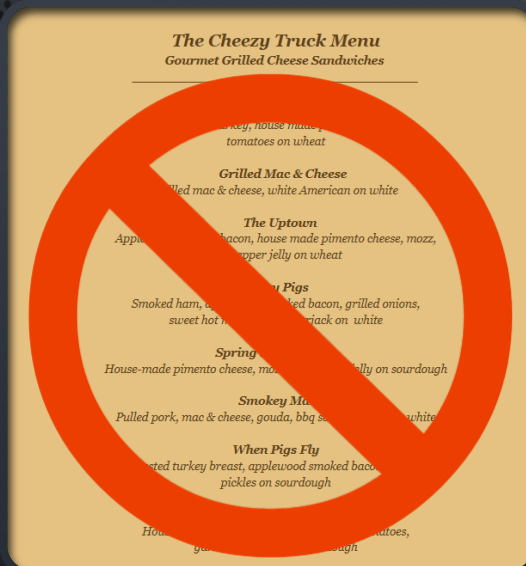


# DOCUMENTATION REQUIRED

DETAILS AND ACCURATE COST ESTIMATES ARE CRITICALLY IMPORTANT

DOCUMENTATION EXAMPLES;

- QUOTES
- SCREENSHOT OF AN ITEM THAT INCLUDES THE PRICE PER UNIT.
- A SCREENSHOT OF A MENU IS NOT A QUOTE.



**Student Registration - \$125/\$150**

Includes access to educational sessions, exhibit hall, all meal functions, program book, and meeting bag. Registration does not include access to the Banquet. Proof of status is required.





# PROHIBITED ITEMS



Expenditures that violate applicable law, BOR policy, or KSU policies and procedures such as alcohol, tobacco, drugs, or other illegal/restricted items

Events not open to all KSU students

Expenses/food for non-students

Scholarships or individual/organization membership fees

Gifts/personal use items

Services for individual benefit or of personal/individual nature

Items that require storage

Food during travel or materials related to travel

Sales tax

Student employee recognition or meals

Reimbursements without prior approval



# FUNDING LIMITS

- PROGRAMMING - \$5000 MAXIMUM FUNDING ALLOWED FOR ANY SINGLE EVENT, PROGRAM, OR ACTIVITY
- PROMOTIONAL - \$500 MAXIMUM PER FISCAL YEAR
- TRAVEL SUPPORT
  - \$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



# TYPICAL SABAC MEETING AGENDA

- CALL TO ORDER
- ROLL CALL
- APPROVAL OF MINUTES
- ANY OUTSTANDING OLD BUSINESS
- FUNDING REQUESTS
  - PRESENTATION
  - SABAC Q&A
  - MOVE TO THE NEXT AGENDA ITEM

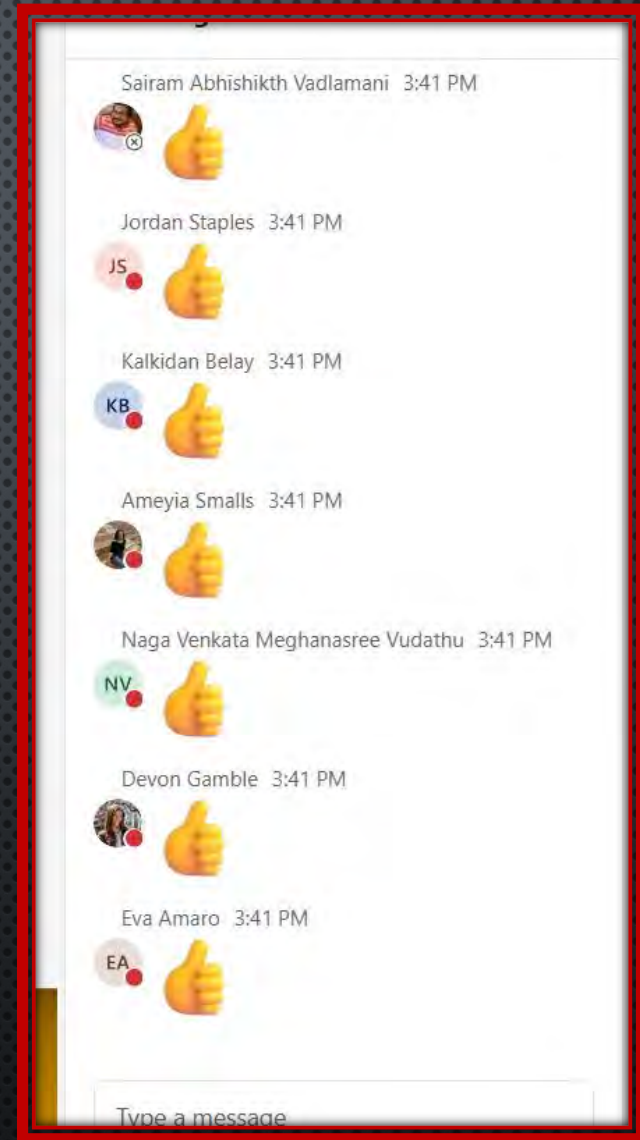
## AFTER RSOs HAVE PRESENTED...

- SABAC DISCUSSION & VOTING
- ANY NEW BUSINESS
- ANNOUNCEMENTS
- ADJOURNMENT



# Voting Process

- ONLY SABAC Student Committee members can **SEE** the Chat & VOTE.
- The SABAC Chair will ask for a motion.
- 1 of the 8 SABAC students should make a motion.
  - ✓ Ex. "I motion to approve the Pre-Physicians Club request for the amount of \$442.42.
  - ✓ Ex. "I second that motion."
  - ✓ Ex. "I motion to table this request to hear at the January meeting."
- Once the motion is seconded it goes to a vote. Each of the SABAC 8 Committee Students will vote in the chat by using the thumbs up or thumbs down.




# MEETINGS

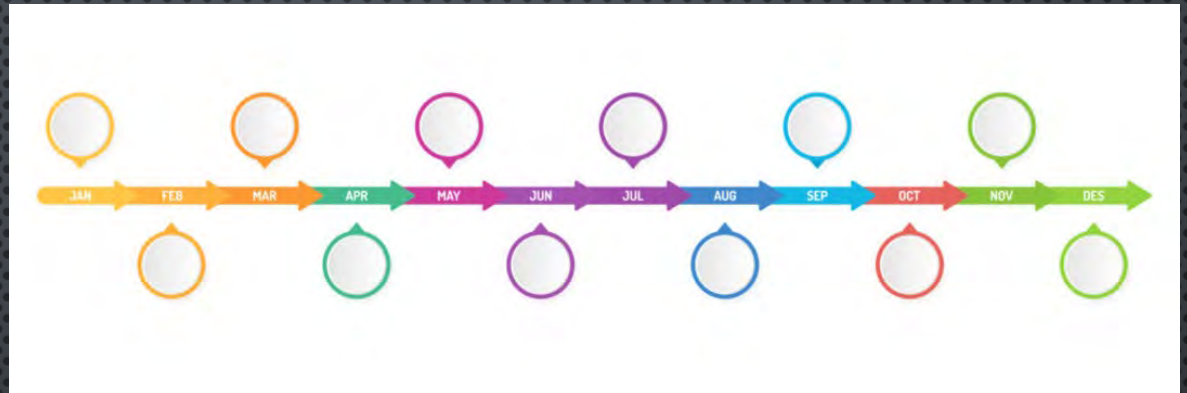
SABAC MEETINGS ARE ON WEDNESDAYS

AT 3:30PM-5:30PM\*

*SOME MEETINGS MAY EXCEED THE ENDING TIME*

- BE ON TIME AND BE PREPARED. THOROUGHLY REVIEW POSTED QUESTIONS/COMMENTS ONLINE THROUGH OWL LIFE IN ADVANCE
- ALL MEETINGS ARE RECORDED A small icon of a microphone with a red dot above it, and the word "REC" in blue below it, all within a black rounded square border.
- REVIEW THE COMMENTS SECTION OF YOUR REQUEST FOR DETAILS.
- SUBMISSIONS DUE 1-MONTH PRIOR TO EACH MEETING
- MEETINGS ARE OPEN TO THE PUBLIC. RSO STUDENT LEADERS SUBMITTING REQUESTS ARE ENCOURAGED TO ATTEND, PRESENT, AND ANSWER QUESTIONS, RSO ATTENDANCE IS NOT REQUIRED TO RECEIVE FUNDING
- BASIC ROBERT'S RULES OF ORDER IS FOLLOWED

# SUPPLEMENTAL TIMELINE



## EXAMPLE

- SUPPLEMENTAL REQUEST DEADLINE: JANUARY 15, 2025 (1-MONTH PRIOR TO MEETING)
- SUPPLEMENTAL MEETING: FEBRUARY 15, 2025 (GET APPROVED, HOPEFULLY)
- PURCHASE REQUEST: MARCH 3, 2025 (30 DAYS BEFORE EVENT DATE)
- EVENT DATE: APRIL 3

**\*\*\*Supplemental events require a minimum of 60-90 days for processing from Request to event date.**

# MEETING ETIQUETTE

- BE POLITE AND RECEPTIVE TO REQUESTORS AND TO OTHER MEMBERS OF SABAC
- PARLIAMENTARY PROCEDURE INCLUDES
  - RAISING YOUR HAND TO BE RECOGNIZED BY THE CHAIR, AND
  - SPEAKING ONLY ONCE UNTIL EVERYONE ELSE HAS HAD A CHANCE TO SPEAK
- REPRESENT YOUR RSO
- BE PRESENT IN THE VIRTUAL MEETINGS.  
(TRY TO REFRAIN FROM DISTRACTIONS.)



If your request was approved,  
congratulations!

**WAIT...**

You are NOT done. You MUST  
Submit a Purchase Request to use  
the approved funds.

# PURCHASE REQUESTS

- IF YOUR SUPPLEMENTAL REQUEST IS APPROVED DURING THE MEETING
- IMMEDIATELY – **SUBMIT YOUR PURCHASE REQUEST!!!!!!**  
(IN OWL LIFE)
- **YOUR PURCHASE REQUEST MUST BE SUBMITTED 30 DAYS BEFORE YOUR EVENT DATE OR 60 DAYS BEFORE YOUR TRAVEL DATE.**
- THERE IS A 2-WEEK PROCESSING PERIOD FOR VP APPROVAL AND RELEASE OF FUNDS BEFORE WE CAN PURCHASE THE ITEMS REQUESTS.

# PURCHASE PICK-UP

SABAC WILL EMAIL WHEN ITEMS  
ARE AVAILABLE FOR PICKUP

LOCATION:

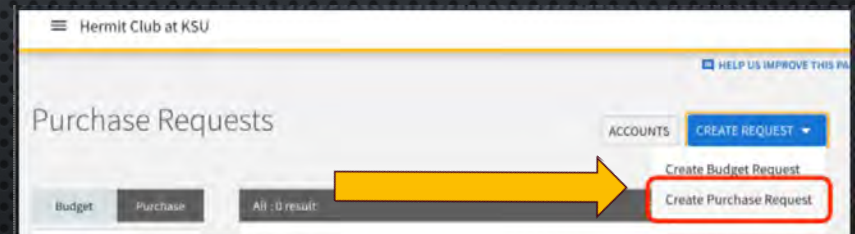
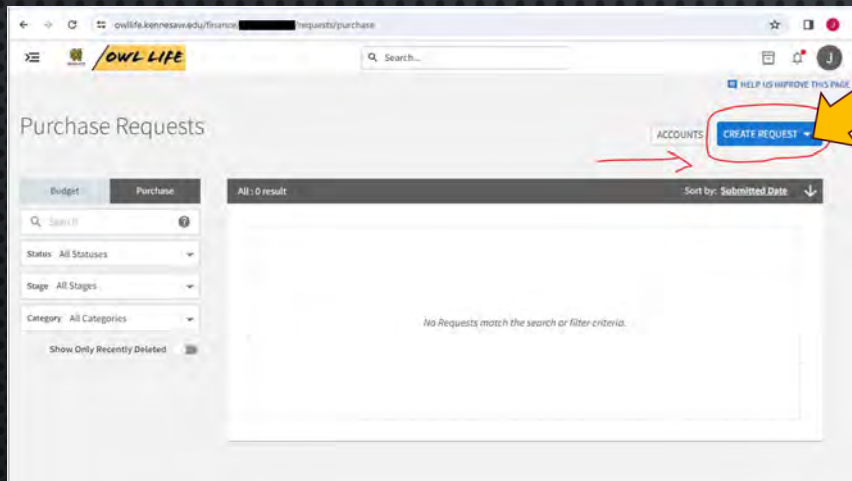
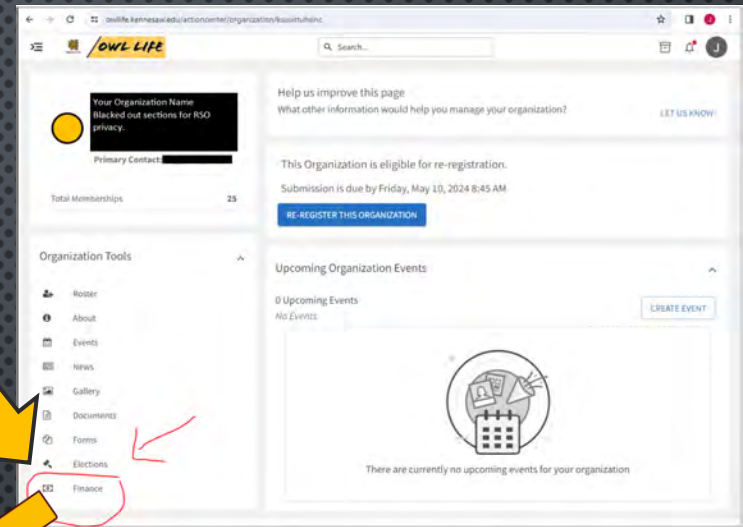
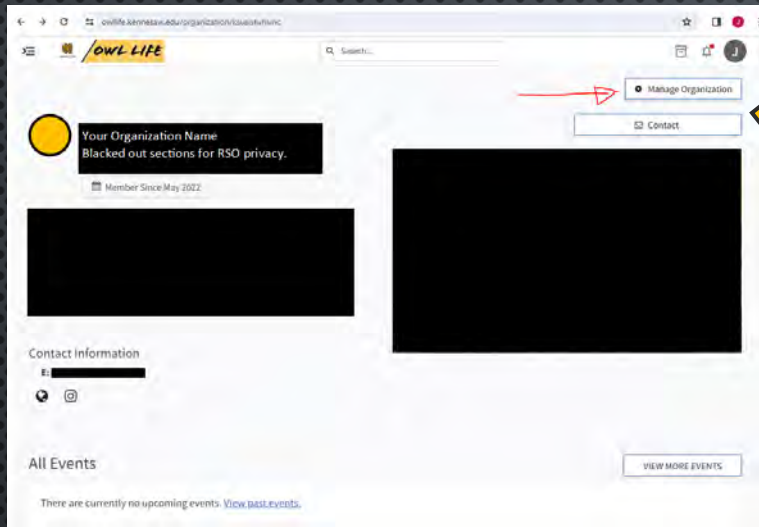
KENNESAW CAMPUS

CARMICHAEL STUDENT CENTER

3<sup>RD</sup> FLOOR – THE LOFT



# Purchase Request - Step-By-Step





# NEW RSO STARTER KIT

- KSU WILL ALLOCATE A MAXIMUM STARTER AMOUNT OF ONE HUNDRED DOLLARS (\$100.00) TO EACH RSO FOR ITS FIRST CALENDAR YEAR OF OPERATIONS AS LONG AS THE RSO SUBMITS A REQUEST FOR THE STARTER KIT AMOUNT USING THE “NEW RSO STARTER KIT REQUEST FORM” IN OWL LIFE ALONG WITH ITS RSO APPLICATION ALONG WITH A BRIEF WRITTEN OUTLINE OF ITS ANTICIPATED ACTIVITIES FOR THE YEAR.
- A FIRST-YEAR RSO MAY OBTAIN ADDITIONAL FUNDING BEYOND THE STARTER KIT AMOUNT BY SUBMITTING REQUESTS FOR EITHER AN ANNUAL BUDGET OR SUPPLEMENTAL FUNDING USING THE PROCESSES AND COMPLYING WITH THE DEADLINES SET FORTH IN THE SABAC PROTOCOL MANUAL.

## NEW RSO Starter Kit Request Form

### Kennesaw State University - NEW RSO STARTER KIT REQUEST FORM

#### TERMS & CONDITIONS

This form is for new Registered Student Organizations (RSOs) seeking starter kit funding from Student Activities Budget Advisory Committee (SABAC) funding. The starter kit is limited to \$100 and is only available during the first academic year the RSO is established. Before completing this form, it is recommended that the submitter(s) familiarize themselves the most current form of the SABAC Protocol Manual and the most current RSO Manual (<https://studentactivities.kennesaw.edu/rso/22-23%20FINAL%20RSO%20Manual.pdf>). 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.

**ELIGIBILITY:** This is for new RSOs after they complete the New Student Organization Initial Registration process during the current academic year, and are fully registered and active with Student Activities.

**FUNDING PROCESS:** A Purchase Request (PO) is required to be submitted via OwlLife a minimum of 30 days prior to expenditure.

#### INAPPROPRIATE EXPENDITURES THAT WILL NOT BE FUNDED:

- Any event that is NOT open to ALL KSU students.
- Alcohol, tobacco, drugs, or any other related illegal or restricted items
- Political parties, candidates, or events
- Off-campus organizations or agencies and their related activities, including churches or related religious organization and membership fees for civic organizations
- Fund raisers, donations, or gratuities
- Scholarships or individual membership fees
- Prizes or promotional items exceeding state value limits
- Gifts and other items intended primarily for personal use
- Services for individual benefit or of a personal, individual nature
- Items of direct benefit to non-student (including employees), i.e. events that are not for KSU students or travel funding non-KSU students
- Salaries or instructional costs for faculty, including payments for advising
- Employee recognition and meals (including student employees)
- Georgia state sales tax

\* Required

\* I have read and agree to abide by the terms & conditions listed above?

\* Register Student Organization (RSO) NAME:



# COMMON ERRORS

- MISSED SUBMISSION DEADLINE
- DATE OF EVENT/ACTIVITY PRIOR TO MEETING
- MISSING SUPPORTING DOCUMENTATION
- NOT DETAILING EXPENSES
- REQUESTING FUNDS FOR RSO MEMBER ONLY EVENTS
- REQUESTING SUPPLEMENTAL FUNDING WHEN RSO HAS ALREADY REQUESTED AND BEEN APPROVED FOR ANNUAL FUNDING FOR THIS SAME EVENT.
- REQUESTING FUNDING FOR ITEMS THAT WILL BE GIVEN OR CONSUMED BY NON-KSU STUDENTS.
- ETC.



# FY25

## SABAC MEETING SCHEDULE

### FY25 SABAC MEETING SCHEDULE

- 8/14 – RSO INTRO TO SABAC

### SUPPLEMENTAL MEETINGS (OPEN MEETINGS)

- 8/21 - SUPPLEMENTAL MEETING
- 9/18 - SUPPLEMENTAL MEETING (HOCO IS 9/28)
- 10/16 - SUPPLEMENTAL MEETING
- 11/20 - SUPPLEMENTAL MEETING (THANKSGIVING IS 11/28)

### HOLIDAY BREAK (NO MEETING IN DECEMBER)

- 1/15 - SUPPLEMENTAL MEETING
- 2/19 - SUPPLEMENTAL MEETING
- 3/19 - SUPPLEMENTAL MEETING (SPRING BREAK 3/10-16)

### FY26 ANNUAL BUDGET - INFORMATION SESSIONS

- 2/3 - ANNUAL BUDGET INFORMATION SESSION #1 (VIRTUAL) 3-4PM
- 2/4- ANNUAL BUDGET INFORMATION SESSION #2 (IN-PERSON) 3-4PM -MARIETTA CAMPUS
- 2/5- ANNUAL BUDGET INFORMATION SESSION #3 (VIRTUAL) 3-4PM
- 2/6- ANNUAL BUDGET INFORMATION SESSION #4 (IN-PERSON) 3-4PM - KENNESAW CAMPUS

### FY26 ANNUAL BUDGET - DROP-IN HELP SESSIONS

- 3/17 - ANNUAL BUDGET RSO/STUDENT DROP-IN HELP SESSION #1 (VIRTUAL) 10A-12P
- 3/18 - ANNUAL BUDGET RSO/STUDENT DROP-IN HELP SESSION #2 (VIRTUAL) 1P-3P
- 3/19 - ANNUAL BUDGET RSO/STUDENT DROP-IN HELP SESSION #3 (VIRTUAL) 10A-12P
- 3/20 - ANNUAL BUDGET RSO/STUDENT DROP-IN HELP SESSION #4 (VIRTUAL) 1P-3P

### FY26 ANNUAL BUDGET REVIEW

#### (CLOSED MEETINGS-ONLY SABAC COMMITTEE STUDENTS)

- 4/9 (WED) - ANNUAL BUDGET REVIEW SESSION MEETING
- 4/16 (WED)- ANNUAL BUDGET REVIEW SESSION MEETING
- 4/23 (WED)- ANNUAL BUDGET REVIEW SESSION MEETING
- 4/30 (WED)- ANNUAL BUDGET REVIEW SESSION MEETING

# QUESTIONS?

SABAC WEBSITE

[WWW.SABAC.KENNESAW.EDU](http://WWW.SABAC.KENNESAW.EDU)

SABAC EMAIL

[SABAC@KENNESAW.EDU](mailto:SABAC@KENNESAW.EDU)