

Thank you for your annual budget submission to the Student Activities Budget Advisory Committee (SABAC). The committee thoroughly reviewed every submission and diligently applied a set of consistent criteria based on the SABAC Protocol Manual and RSO Policy, along with compliance with Board of Regents and KSU policies. SABAC submitted recommendations to the Vice President for Student Affairs, who approved the attached FY20 budget document. The last column of the excel spreadsheet includes specific notes that explain any adjustments.

Also included for your convenience is a summary document of the consistent criteria that SABAC used to specifically assess the FY20 (beginning July 1, 2019) annual budget requests, and for which all supplemental funding requests will be assessed for the entire 2019-2020 fiscal year. Since the total amount of requests exceeded the amount of money SABAC was able to allocate, criteria were established to ensure every RSO and/or submitting department was allocated a budget using the same consistent criteria.

There were 65 RSO submissions and 14 department/program submissions, with requests totaling \$1,877,034.23. After accounting for fixed personnel services, SABAC had \$1,430,838.90 to allocate. SABAC also allocated a pool of funds for Supplemental Funding requests for the 2019-2020 academic year, which totals \$158,982.00.

To enhance SABAC's service to students, the committee will offer a summer Supplemental Funding meeting during which every RSO is eligible to submit requests. That meeting will be held on Wednesday, July 17, 2019 at 3:30 p.m., and the **submission deadline to request review at that meeting is Monday, June 17, 2019 at 12 NOON**. Submissions are completed online through OwlLife and the link can be accessed at:
<https://sabac.kennesaw.edu/>.

As you move forward with planning your activities and accessing your Student Activity Fee funds, the Department of Student Activities staff are here to help you. The sooner you get started the better the staff can help you successfully achieve your goals. All the forms and details you need are online at: <https://studentactivities.kennesaw.edu/forms.php>

All decisions made by SABAC are advisory recommendations to the Vice President for Student Affairs, and in the event that an RSO's approved budget is less than the total requested, the RSO may appeal following the process outlined in the SABAC Protocol Manual, available online at:

[https://sabac.kennesaw.edu/SABAC_Protocol_Manual%20_2018_12.10.2018.pdf](https://sabac.kennesaw.edu/SABAC_Protocol_Manual%202018_12.10.2018.pdf)

Thank you again for your submission and your commitment to serving KSU students. If you have any questions please email sabac@kennesaw.edu.

Sincerely,

Dr. Chris Summerlin, SABAC Chair

SABAC Guidelines for FY20 for Consistent Review of all RSO Requests

- All funded programs/events/activities must be directly aligned with the primary RSO mission/purpose
- Maximum funding allowed for any single event/program/activity is \$5000 (no limit on the number of events/programs/activities an RSO may host or cap on total programming funds an RSO may receive)
- All sponsored activities/programs/events must be held on campus
- Events must be open to all currently enrolled Student Activity fee-paying students at KSU
- No funding for member-only events or activities primarily focused on the business of the RSO and/or its members (general body meetings, membership recognition events, club socials, planning meetings/retreats)
- RSOs do not need to be allocated funds for EMT/Police/Public Safety services as those expenses will be paid directly by the university
- Giveaway/Prizes involved in pre-approved equal opportunity drawings cannot exceed single value limit of \$75 and cannot include the purchase of gift cards
- No personal use items (e.g. stoles/cords, awards, personalized business cards, nametags, etc.)
- No stipends for RSOs as all students and advisors involved in RSOs do so voluntarily
- RSOs may receive up to \$500 per fiscal year for approved promotional purposes such as giveaways and print materials, within these specific guidelines:
 - Promotions must be consumable (i.e. a giveaway, printed materials) in nature and not “permanent” items or items for which inventory control might be required (no permanent display boards, banners, tablecloths, etc.)
 - No advertising costs associated with non-KSU supported platforms (snapchat, Instagram, etc.) since university provides a platform through OwlLife
- Printing of serial publications central to the mission/purposes of the RSO are allowed and are not considered promotions or programs and do not fall within those funding limits
- Travel support up to the following limits when appropriate required travel criteria are met:
 - \$500 per student per trip (potential exception for international travel outside North America for up to \$750 per student per trip)
 - No RSO may receive more than \$10,000 in total per fiscal year in travel support
 - Travel allocation can include costs for registration, hotel, transportation for students only (no advisors) but cannot include food/per diem allocations
 - Must be directly relevant/related to the primary mission/purpose of the RSO for conferences and competitions in which the student is directly representing RSO and KSU
 - If KSU already offers an equivalent developmental/educational experience, no travel funding for duplicative purposes will be provided (general leadership/diversity conferences that are not specifically and directly related to and/or hosted by an organization for which some other legitimate purpose in RSO attendance is necessary)
 - All RSOs/individuals receiving financial support will be required to complete a post-travel form demonstrating how the travel funds were used and how participation in the travel contributed to the RSO and KSU, including required participation in any knowledge sharing activities that the university may sponsor (poster presentations, student travel symposium, etc.)