



Student Activities Budget Advisory Committee (SABAC)

PROTOCOL MANUAL

FY27

Notice: Please note that the RSO Policy and RSO Policy Manual will apply wherever there may be any contradictions between this SABAC Protocol Manual and those documents.

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SECTION 1. PURPOSE

The Student Activities Budget Advisory Committee (SABAC) will serve as an advisory body concerning the allocation of Student Activity Funds (SAF). The committee advises the Vice President for Student Affairs (VPSA) and works collaboratively with the Student Government Association (SGA) and the Office of the Dean of Students.

The Student Activity Fee provides financial support for the Kennesaw and Marietta campuses to enrich the co-curricular student experience and provide essential student services, leadership development opportunities, and student wages for student leader positions. This fee supports qualified Registered Student Organizations and Student Affairs units with a direct student impact through programming, events, and activities. The SAF was approved by the Board of Regents prior to 2000.

The purpose of this manual is to provide relevant policies, procedures, and philosophies that guide the work of SABAC.

1.1 MANDATORY STUDENT FEES

Most student fees have specific purposes that govern their assessment and use. Mandatory Student Fees are assessed upon enrollment to all students, all undergraduate students, or all full-time undergraduate students on one or more campuses of an institution, unless exemption or waiver provisions apply. As the USG Business Procedures Manual (section 24, Student Fees) states:

Student activity fees are collected for the purpose of supporting programs and services affecting all aspects of student life. Correspondingly, the expenditure of these fees should be student centered with the students being the primary participants or beneficiaries.

SABAC manages the Student Activity Fee of \$39 collected each semester per eligible student.

Registered Student Organizations (RSOs) should seek multiple funding sources for their organizational needs. SABAC should not be the sole funding source for any RSO. Examples of funding sources include:

- RSO membership dues
- Fundraising
- Sponsorships
- Alumni Funding
- Donations
- SABAC

1.2 SABAC GUIDING PRINCIPLES

Registered Student Organizations (RSOs) and Student Affairs units that offer programs and services to the entire student body will be eligible to request funding from SABAC

- The annual allocation process allows RSOs and Student Affairs units to engage in advance planning for programs and events that promote extra-curricular activities for specific purposes, or university-wide events surrounding specific themes
- SABAC will comply with all policies and procedures established by the BOR and KSU, along with all appropriate federal, state, and local laws and guidelines
- SABAC members will be good stewards of the SAF, maximizing access and opportunity within existing fiscal parameters
- SABAC members will execute their duties in a viewpoint neutral manner in accordance with BOR and KSU policies
- SABAC members will demonstrate civility and respect toward all members and guests of SABAC

SECTION 2. MEMBERSHIP

2.1 COMPOSITION

To fully represent the total community it is to serve, SABAC shall be composed of the following 10 voting members:

- Chair: Appointed by the Vice President of Student Affairs (or designee) votes only in the event of a tie
- Vice Chair: Student Government Association Treasurer (or designee)
- Eight (8) additional students appointed by the SGA President representing diverse constituencies that are reflective of the student body currently enrolled volunteering students.

The following will serve SABAC in a non-voting advisory capacity:

- Vice President for Student Affairs (VPSA)
- Associate Vice President & Dean of Students or Associate Dean of Students
- One designated Fiscal Manager from the Division of Student Affairs
- One designated representative from the Department of Student Activities
- SABAC Secretary appointed by the Vice President for Student Affairs (or designee)

2.2 ELIGIBILITY

All students serving on SABAC must:

- Maintain good academic standing with the University
- Be enrolled at KSU at least half-time (with the exception of summer term)
- Not be on disciplinary probation

2.3 DUTIES OF MEMBERS

SABAC members must:

- Attend all required orientation and/or training sessions

- Review all agenda materials prior to each meeting
- Attend all SABAC meetings, or notify the SABAC Chair and Secretary as far in advance as possible should a conflict arise
- Check KSU email and Owl Life regularly for SABAC related communication and submissions
- Be familiar with all SABAC Protocols

2.4 TERMS OF SERVICE

All members of SABAC serve one-year terms and may be appointed for one additional term of service as long as the member remains eligible for service for the entirety of the second term. The Chair and Vice Chair are permanent appointments based on their roles. Each term corresponds to the fiscal year, beginning on July 1 and ending on June 30. Students who graduate at the end of Spring semester may remain on SABAC through June 30.

2.5 REMOVAL OF MEMBERS

SABAC members may be removed if they miss three (3) meetings throughout the academic year or are unable to satisfactorily fulfill the expectations of SABAC. The Chair will start removing the member by notifying them via KSU email about removal at least three business days before the meeting where the chair intends to recommend removal. The Chair will present relevant evidence to support the recommendation and then afford the member an opportunity to respond in person or submit a statement for consideration. Quorum must be established, and a majority vote of the members present will determine the outcome. If removed, the member has the right to appeal the decision in writing within three business days to the Vice President for Student Affairs. If the Chair is believed to be unsatisfactorily fulfilling duties and expectations, the Vice Chair shall issue notice and conduct the appropriate proceedings as outlined herein.

2.6 DUTIES OF OFFICERS

SABAC CHAIR

- Presides at all meetings
- Sets the agenda for all meetings
- Votes only in the event of a tie
- Calls special meetings as deemed necessary
- Serves as official spokesperson for SABAC
- Forwards all meeting minutes to VPSA for approval

SABAC VICE CHAIR

- Performs all duties of the Chair in the absence of the Chair
- Maintains a speaker's list during meetings

- Monitors time limits during presentations and discussions
- Assists the Chair with other duties as assigned

SABAC SECRETARY

- Prepares and distributes agendas and minutes for all SABAC meetings
- Posts the agenda of the upcoming meetings and minutes on the SABAC website
- Schedule SABAC meetings, orientations, and trainings

ASSOCIATE VICE PRESIDENT & DEAN OF STUDENTS (or designee)

- Attends all SABAC meetings and trainings
- May serve as a resource to SABAC
- Ensures all members are completing their duties and responsibilities to SABAC

VICE PRESIDENT FOR STUDENT AFFAIRS

- Approves budget allocations

2.7 VACANCIES

Should a position become vacant on SABAC, that position will be replaced by appointment by the appropriate body. Replacement members who are appointed during the year must complete an orientation or training session prior to beginning service. During the period of vacancy quorum will be adjusted accordingly.

SECTION 3. GENERAL OPERATING PROCEDURES

3.1 MEETINGS

There are three types of SABAC meetings:

1. Orientation/Training,
 - o Orientation/Trainings are conducted each year as an initial meeting for all SABAC members to review policy, protocol, and processes.
2. Supplemental Budget Meetings, and
 - o Supplemental Budget Request meetings occur each month in Fall and Spring semesters (if funds are available) to review requests and recommend allocations for a specific event, activity, or travel occurrence.
3. Annual Budget Meetings.
 - o Annual Budget Request meetings take place each Spring semester, typically in April, to review requests and recommend allocations for the next academic year.

Advertised SABAC meetings are open to the public. All decisions made by SABAC are reflected in the minutes, which are made available to the public, once approved, on the SABAC Owl Life page section titled "Meetings". Any operating procedure not addressed in this document is subject to the standard established procedures within the latest version of Robert's Rules of Order.

3.2 AGENDA

The SABAC Secretary will send the agenda to all SABAC members and all students and advisors included on the supplemental submission at least 48 hours in advance of the meeting. SABAC funding requests are placed on the agenda in the order that they are submitted. Items received after deadline for a given meeting may be denied or may be placed on the subsequent meeting's agenda based on event date and required timelines.

3.3 QUORUM

A simple majority will constitute quorum to conduct official business. The majority of voting quorum must be student representatives. While SABAC permits voting by proxy, those votes do not count toward quorum. If quorum is lost during the meeting, no official business may be conducted again until quorum is established.

3.4 PRESENTATIONS

Registered Student Organization members are highly encouraged to attend the scheduled SABAC meeting to present on the submitted request(s). If no group members are available to attend the meeting, the SABAC Chair and Secretary should be notified in advance. SABAC may still review the request on the merits of the submission documents and make a decision or table the request for a future meeting and request the presence of a representative of the group. During the SABAC meeting, RSO representatives will have up to three minutes to present their request. Upon conclusion of the presentation, SABAC members may ask questions for up to three minutes. If the circumstances warrant, SABAC can approve a time extension for additional questions. If critical questions arise that cannot be sufficiently answered during the meeting, SABAC may table the request while the representatives research the questions and provide a timely response. Advisors are welcome to attend SABAC meetings but may not make presentations on behalf of the group. Advisors may be consulted by the presenting student leaders during the question-and-answer period of the presentation.

3.5 DISCUSSION

After all presentations are completed, the SABAC members will discuss the requests in preparation of making a motion and voting.

3.6 VOTING

Robert's Rules of Order will serve as the Parliamentary Procedure guidelines that govern the business of SABAC.

Abstaining from a vote should only occur when a conflict of interest exists. Voting members who are unable to attend a meeting but wish to vote on specific agenda items may submit a

proxy via email to the Chair and Secretary at least one hour prior to the established starting time of the meeting. If a member present at the meeting needs to leave, the member may submit desired proxies to the Chair for any outstanding agenda items. Proxy votes do not count toward quorum. Proxy votes cannot be counted if the final motion deviates from the original motion upon which the proxy was cast (i.e. the original motion is amended or fails, and a new motion is introduced).

3.7 APPEALS PROCESS

All decisions made by SABAC are advisory recommendations to the Vice President for Student Affairs (VPSA) and may be appealed by the RSO. In the event an RSO's approved annual budget or supplemental funding request is less than the total amount requested, the RSO may request the written decision setting forth the basis for the reduction within ten business days after the RSO receives its approved budget. SABAC will respond within twenty business days. An RSO may appeal the determination after receiving the response, or if SABAC failed to issue a timely written decision after the RSO properly requested one. Appeals must be in writing and submitted to the President's designee within ten business days after the RSO receives SABAC's written decision or if SABAC failed to issue a timely written response after the RSO properly requested one.

RSO's appeals must be based on one of the following grounds:

- SABAC's recommended disapproval of the annual budget request, supplemental funding request, or its determination of any allocation for an item therein was arbitrary or capricious and such recommendation was not remedied by the VPSA's actions;
- The VPSA's disapproval of the annual budget request, supplemental funding request, or their determination of any allocation for an item therein was arbitrary or capricious;
- SABAC engaged in viewpoint discrimination or another USG or KSU policy violation, which was not remedied by the VPSA's actions.
- The VPSA engaged in viewpoint discrimination or another USG or KSU policy violation; or,
- The VPSA or SABAC failed to follow the Funding Request Processes and Procedures outlined above.

3.8 PROTOCOL AMENDMENT PROCESS

Amendments to the SABAC Protocol Manual are permitted to be introduced by voting members of the SABAC committee. Voting members must submit proposed amendments to the SABAC protocol to the Chair of SABAC, prior to the deadline for SABAC Meeting Agenda being posted to the public. The proposal must include the exact verbiage of the amendment and indicate the part of the protocol they want to revise. If the proposal is received before the deadline, the proposal is accepted and will be added to the meeting's agenda.

After the proposal is added to the meeting's agenda, passing an amendment to the SABAC

Protocol Manual will be done through two voting stages. The voting process upon an amendment can only be done if a quorum is met as per section 3.3 of the SABAC Protocol Manual. First, a motion to hear the proposal to amend the protocol must be raised, seconded, and voted on in the affirmative with a simple majority to proceed. If a simple majority agrees on the motion, the motion passes, and the voting member will proceed with presenting the proposal of the amendment including the exact verbiage. During the discussion, the voting member will respond to questions and hear suggested edits from the committee. After the discussion, a motion must be raised with the exact verbiage and seconded. If edits have been accepted, the voting member must revise the written proposal and share with the committee, which may require another meeting for the proposal to be voted on. The committee will vote on the motion, and it will pass with a simple majority.

Any amendments that pass in the affirmative are sent to the Vice President of Student Affairs and Legal Affairs for final approval. If the amendment is deemed appropriate by the aforementioned staff members, the verbiage is sent to all members of the SABAC committee. The amended protocol from afterward is amended and distributed. The amendment becomes effective upon final approval.

SECTION 4. ALLOCATION PROTOCOLS FOR STUDENT ACTIVITY FUNDS

4.1 FUNDING PROCESS OVERVIEW

SABAC provides funding for student activities, programs, projects, travel, and other related items that support and enhance students' extra-curricular experience. RSOs are encouraged to work collaboratively and combine resources to enhance their ability to serve students. When RSOs seek to co-sponsor activities, they should submit a single request to SABAC with a clear itemization of all financial needs and contributions from each individual organization and/or department/office/external agency that is involved.

SABAC has 2 processes:

1. Annual Budget Process
2. Supplemental Budget Process

Annual Budget Process

The Annual process is designed for RSOs to plan ahead for the coming academic year.

- o Annual budget submission process: Opens the beginning of March.
- o Annual budget submission process: Closes on the last Friday of March.
- o RSOs can submit when the Annual Budget Submission Process is open.
- o RSOs can request event, promotional, and travel funding in this process.

- Requests must be for events OPEN TO ALL KSU STUDENTS. Requests must be complete and include what the requested funds will be used for.
 - Ex. Snacks (food and drinks)
 - Catering
 - Rentals (tables, chairs, inflatables, games, etc.)
 - Honorariums (for speakers)
 - Give-a-way items
 - Décor supplies
 - Dining supplies – tablecloths, plates, cups, napkins, utensils, etc. (disposable only)
- Annual Budget Submission will be reviewed (in the order they were received in Owl Life) by SABAC during the month of April and RSOs will be notified of approved and denied funding in May.
- RSOs are REQUIRED to submit Purchase Order Requests 2-months prior to the event to request the items needed for each event.

Supplemental Budget Process

The Supplemental Budget Process is designed for New RSOs to request funding and for existing RSOs to request funding for events that were not requested during the annual budget process.

- Supplemental Meetings are held monthly during the academic year.
 - August, September, October, November, January, February, and March (as funds are available and/or based on the start of the semester (Refer to the schedule on the SABAC Website)).
 - There are no Supplemental meeting in December (Holiday Break) and April (due to the Annual process).
- Supplemental Budget Request Submissions are due 1-month prior to each meeting to be included on the agenda.
- Any prohibited requests will be removed from the agenda prior to the meeting.
- RSOs are not required to attend the Supplemental Meeting but are HIGHLY ENCOURAGED to attend with a PowerPoint presentation that explains their event details, documentation of each item being requested, and total amount of request. Example presentations can be found on the SABAC website.
- SABAC may ask the RSO questions regarding the request after their presentation.
- Supplemental Budget Submission will be reviewed (in the order they were received in Owl Life) by SABAC during the scheduled supplemental meetings.
- SABAC Students will vote on each agenda item at the end of the meeting.
- SABAC REQUIRES 2-weeks processing period of time from the meeting date to release funds for use.
- RSOs are REQUIRED to submit Purchase Order Requests 1-months prior to the event to request the items needed for each event.
- RSOs need to plan ahead to ensure ample time for meetings, approvals, 2-week processing period for release of funds, purchase order processing time, order, and delivery time when planning their event dates.

4.2 STUDENT ACTIVITY FEE FUNDING REQUESTS PROCESSES AND PROCEDURES

Annual Funding Requests

Registered Student Organizations and Student Affairs units that directly support students requesting annual financial support from KSU are required to submit a completed budget request form to SABAC by the last Friday in March at 12 Noon. Keep in mind that all Annual Budget Submission are reviewed in the order in which they are received in Owl Life. All decisions made by SABAC are advisory recommendations to the VPSA. SABAC and the VPSA follow the funding guidelines below.

In addition to a completed budget request form, the following information must also be submitted for consideration for Annual Funding:

- A written description of the specific programs, activities, or events the RSO or Student Affairs unit that directly supports students intends to sponsor;
- An estimate of costs for any required supplies or services that correlate to the programs, activities, or events.
- Who will be the recipient of the food or items purchased
- Where the event is intended be located

Supplemental Funding Requests

RSOs or Student Affairs units that would like to request supplemental funding for a specific event or activity after the Annual Budget deadline must submit the following information no later than one month prior to the regularly scheduled Supplemental Funding Request meeting:

- Approved supplemental request event dates cannot fall within 2-weeks of the Supplemental meeting to allow for processing, release of funds, purchase order processing, order, and delivery of requested items.
- A detailed written description of the specific programs, activities, or events the RSO or Student Affairs unit that directly support students intends to sponsor;
- An estimate of costs through use of the SABAC Shopping List of any required supplies or services that correlate the programs, activities, or events;
- A written statement demonstrating effective utilization of funds that were allocated in the prior year to accomplish the goals for which those funds were awarded;
- Proof of Owl Life posting for advertisement to all students.

New RSO Starter Kit Funding Requests

New RSOs can request one hundred dollars (\$100.00) for its first calendar year of operations. RSOs must submit the request for the starter funds using the "New RSO Starter Kit Request Form" in Owl Life describing the use for the funds. A first year RSO may obtain additional

funding beyond the starter kit funding by submitting requests for either an annual budget or supplemental funding using the processes and complying with the deadlines set forth below.

4.3 FUNDING GUIDELINES

Student Activity Fee Funding Guidelines

The amount of funding an RSO may receive, in addition to the \$100 in start-up funds for new RSOs, is determined by the RSO's stated programmatic needs and is dependent upon submission of accurate documentation supporting the request and available funds.

SABAC's recommendations and the VPSA's decisions for RSO funding will be based solely on whether the requesting RSO has met the following viewpoint-neutral requirements, unless the RSO requests funding for prohibited items listed later in this policy:

- The officers and members of the RSO must be currently enrolled students of KSU.
- The RSO's funding application must be submitted by the applicable application deadline.
- The RSO's funding application must be complete.
- All quotes and invoices must be addressed and items shipped to a KSU address.
- Events and activities funded through student activity fees must be open to all KSU students.
- The RSO's request must accurately estimate the likely cost of the event, including by taking into consideration the number of students likely to attend; however, this criterion shall not be used to consider the content or viewpoint of an RSO's speech, including the presumed popularity or controversial nature of an RSO's speech.
- If an RSO requests funding for one or more events, it must demonstrate a direct connection between the amount of funds requested and the proposed event.
- If an RSO requests funding for one or more events, it must demonstrate that students will be involved in the planning and implementation of the event.
- The proposed facility must be suitable for the proposed events and activities based on the estimated size of attendance, technical and logistical requirements for the event or activity, and accommodation of expected security needs.
- Any honoraria requested must be in the range of honoraria for similar speakers or performers; however, this criterion shall not be used to consider the content or viewpoint of an RSO's speech, including the presumed popularity or controversial nature of an RSO's speech.
- Any travel expense estimates must be objectively reasonable for the type of event or activity proposed.
- Any other viewpoint-neutral criteria that are determined by university legal counsel's written opinion. Any written opinion that contains additional viewpoint-neutral criteria will be published on SABAC's website.
- Vendor Identification Number must be provided to SABAC during the purchase Request phase. This can be obtained through Vendor Registration – If the Vendor is not already set up within the USG, the RSO must obtain the Vendor's correctly completed w9 to be submitted to Vendor Registration at

vendor_registration@kennesaw.edu prior to the purchase request being submitted to SABAC. (This process could take up to 6-weeks if the vendor is not registered so it is important to start this process early.

SABAC will not use the following criteria when making funding decisions for RSOs:

- The presumed popularity of an RSO's viewpoint, including the existence among the student body of opposition to, or support for, the group. However, SABAC may consider the number of students expected to be involved in specific activities or events as necessary to estimate variable expenses of the activity or event
- The length of time the RSO has been in existence

Items typically funded through SABAC, based on BOR guidelines, include:

- Independent contractor fees for outside speakers and entertainers (which can include travel-related expenses, but flat rate contracted fees are preferred)
- Required licensing and leasing fees and/or related support expenses for risk management related to events and programming
- Event production and promotion expenses (including equipment rental, printing, etc.)
- Prizes/awards from raffles: Participation in raffles must be available to all students. Raffles/lotteries may be lawfully conducted without a license if participants are allowed to enter at no cost. For these events, individual prizes must be de minimis in value (not to exceed \$75). If licenses are obtained and raffle tickets are sold, gifts are limited to funds collected in the raffle.
- Food and refreshments for student activities when open to all students (closed meetings, club member specific meetings/socials/banquets, or officer meetings are excluded)
- Promotional items directly associated with student events, within individual value limits (note: limited quantity t-shirts for event promotion are permissible, but t-shirts specifically for organization members are not)
 - Promotions must be consumable in nature (i.e. a giveaway, printed materials) and not "permanent" items or items for which inventory control might be required (including no permanent display boards, banners, tablecloths, etc.).
 - No advertising costs associated with non-KSU supported platforms (Snapchat, Instagram, etc.) since the university provides an electronic promotional platform through Owl Life.
- Salaries and benefits for staff members whose role/function directly and specifically relates to serving students engaged in extra-curricular activities, excluding voluntary faculty/staff advisors). The personal services supported by these fees must be directly related to support and administration of the activities funded by the SAF. Student salaries for departments/offices that provide designated services and/or activities to students
- Related operating expenses for units that directly and specifically serve students engaged in extra-curricular activities (excluding expenses allocated through institutional or auxiliary budgets)
- Travel that is directly related to a student organization's purpose and through which the members traveling will represent KSU (see TRAVEL for more details)

- Reimbursement for approved events and activities. All reimbursements must be submitted within 30 days of the expense (per KSU policy). The university also reserves the right to establish maximum reimbursement limits.

In any given year, SABAC may also establish guidelines related to specific types of expenditures based on circumstances and the remaining amount of resources available for allocation. If such caps are established, SABAC will ensure that information is included in the minutes of the meeting during which the decision was made.

4.4 INAPPROPRIATE EXPENDITURES

SABAC must comply with all rules and regulations of the institution, the Board of Regents (BOR), and any additional requirements imposed by local, state, or federal agencies, when allocating funds from the Student Activity Fee (SAF). SABAC may choose to establish stricter guidelines or funding limits that go above and beyond the regulations set forth by the institution, the BOR, and any additional requirements imposed by local, state, or federal agencies.

Per the USG Business Procedures Manual (section 24.3.1) Student Activity Fees should not be expended on the following:

- Alcohol, tobacco, drugs, or any illegal or substances
- Duplicate Requests (If SABAC has denied a request, subsequent duplicate requested items will also be denied).
- Requests to view movies or television programs without approved movie licensing.
- Individual or club memberships in civic organizations
- Political campaigns, parties, candidates, or events
- Off-campus organizations or agencies and their related activities, including churches or related religious organizations, and membership fees for civic organizations
- Events that are not open to all KSU students such as general body meetings, membership recognition events/end of year gatherings, club socials, planning meetings/retreats. General body meetings are defined as being for club members only. SABAC can only provide for events open to all KSU students. Therefore, requests for funding for general body meetings will be denied.
- Personal use items (e.g. stoles/cords, awards, personalized business cards, nametags, etc.)
- Funds for scholarships and stipends for RSOs as all students and advisors involved with RSOs do so voluntarily
- Prospective student travel or promotional items
- 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)
- Faculty salaries and benefits, including payments for advising
- Employee recognition and meals (including student employees).
- Sales tax

- Events held off-campus
- Expenditures that violate applicable law, Board of Regents' policy, and KSU policies and procedures.
- No advertising costs associated with non-KSU supported platforms (Snapchat, Instagram, etc.) since the university provides an electronic promotional platform through Owl Life.
- SABAC funds cannot be used for fundraising events.
- Travel for NON-KSU persons (ex. guest lecturers).
- Rental vehicles at travel destinations or mileage for rental vehicles at travel destinations.
- Reimbursements for gas or fuel for rental or personal vehicles. (SABAC can provide mileage reimbursements with prior approval.)

This list is not exhaustive and may be altered as necessary to ensure compliance with KSU and other required policies and procedures. RSOs that attempt to use funds inappropriately may become ineligible for future funding, subject to disciplinary action, and/or required to reimburse the University for the inappropriate expenses.

4.5 FUNDING LIMITS

SABAC utilizes consistent guidelines and may establish specific parameters during the annual budget allocation or supplemental funding process that then apply from that point forward in assessing all submissions. The following guidelines apply, in addition to all other criteria established herein.

- Maximum funding allowed for any single event, program, or activity is \$5000, regardless of how many students or organizations are involved.
- All RSO-sponsored events, programs, or activities must be held on a KSU campus.
- All events, programs, and activities receiving financial support must be open to all KSU students.
- Giveaways/prizes involved in pre-approved equal opportunity drawings cannot exceed a single value limit of \$75 and cannot include the purchase of gift cards
- RSOs may receive up to a maximum of \$500 per fiscal year for approved promotional purposes such as giveaways and print materials, within these specific guidelines.
Note: Promotional items differ from Giveaways/prizes: Giveaways are connected and listed under the budget line with an event/program. Promotional items are items that advertise the RSO that are not considered inventory items.
- Honorariums or speaker fees cannot exceed \$1000 per speaker.
- To ensure opportunity for the maximum benefit across the student body, SABAC has established the following travel assistance limits:
 - \$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. SABAC funding requests will be denied after all allotted annual funds for the given fiscal year have been exhausted.

4.6 TRAVEL FUNDING

This is subject to change, based on USG, Georgia Department of Public Health & Centers for Disease Control guidelines.

RSOs may request SAF funding to support student travel that is directly relevant to the primary mission and purpose of that organization. Students receiving travel funds from SABAC must represent the RSO and university by presenting at conferences, participating in competitions, or related activities where there is a clear business purpose for the travel and a direct benefit not only to the individual student traveling but also to the broader student body and the university. If students are traveling, they must provide travel forms and documentation indicating they have passed KSU's defensive driving course: See Resources on SABAC Website

SABAC will pay student travel costs associated with registration fees, lodging, and transportation. Other travel-related expenses are not covered by SABAC, including travel meals, luggage fees, VISA or passport fees, inoculations, parking or printed materials. SABAC does not reimburse gas receipts for travel, however SABAC can reimburse for mileage with USG most updated calculation. Reach out to the SABAC Secretary for the most up-to-date information at sabac@kennesaw.edu. All payments related to travel must be made through SABAC Business Specialists in Student Activities.

All student travel information must be submitted a minimum of 30 or 60 days prior to the travel date.

- 30-days prior to the date of travel for supplemental requests
- 60-days prior to the date of travel for annual requests
- Failure to meet this deadline may result in a forfeit of approved travel funding.
- To ensure opportunity for the maximum benefit across the student body, SABAC has established the following travel assistance limits:
 - \$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

4.7 UTILIZING FUNDS

In order to utilize approved annual or supplemental funds, RSO's must submit a purchase request first within Owl Life. Please note the following:

- A purchase request must be submitted for each transaction. A single event or program may have multiple purchase requests to obtain all items needed.
- A quote must be provided with the purchase request. **DO NOT SUBMIT AN INVOICE** prior to SABAC approval of the purchase request.
- All purchase requests must be associated with a previously approved annual or

supplemental budget request for the RSO. Requests for purchases made via email, office visits, or phone calls to the Department of Student Activities or SABAC will be re-directed to the purchase request process within Owl Life.

- Vendor Registration may take up to six weeks and can affect purchasing timelines (Must be completed prior to submitting purchase request)
- Contracts/Lecturer Agreements process within 6-8 weeks and also can affect purchasing timeline
- For Annual Request Funds to be used: A purchase request for items needed MUST be submitted 2 months (or 60 days) prior to spending funds on behalf of the organization. Failure to submit a Purchase Request may result in the forfeiture of approved funding.
- For Supplemental Request Funds to be used: A purchase request for items needed MUST be submitted 1 month (or 30 days) prior to spending funds on behalf of the organization. Failure to submit a Purchase Request may result in the forfeiture of approved funding. Please note that Purchase request and documentation can be submitted immediately following Supplemental/Annual budget approvals.
- Supplemental Requests: There is a 2-week processing period from the date of Supplemental approval (during the Supplemental Meeting) to funds being released to the RSOs for use. If an RSO requested supplemental funding for an event date that falls during the 2-week period (front the supplemental meeting to the funds being released, the request will be denied.
- After a purchase request is submitted, the RSO will receive a timely update on their request and may receive instructions to purchase the items out of pocket.
- Failure to submit a purchase request first or purchasing items out of pocket prior to approval, may forfeit eligibility for reimbursement and approved funding.
- Approved annual and supplemental requests for the Fall semester must be used or reallocated by the November supplemental meeting, or those funds will be forfeited and used for Spring supplemental request.

4.8 REQUESTS TO CHANGE AFTER FUNDING APPROVAL

After receiving approval for SAF funds, sometimes an event or activity or the needs of an RSO may change. Changes to a program or event's date, location, theme, type of food, or speakers are considered non-substantive, and RSOs may proceed with those changes as long as the revised program or event is consistent with the core purpose and intent of what was originally approved by SABAC.

If there are substantive changes required, RSOs will be required to complete a new submission to SABAC asking for a new allocation, following the regularly established procedures to request supplemental funding.