Got Money?

Your Guide to Preparing SAAB Requests

Introduction

With the demand on SAAB funds growing with each request process, it is becoming increasingly important to prepare thorough and complete Request Forms. This guide was created to assist you in preparing the best request possible to increase your possibilities of receiving funding.

Submitting SAAB Requests

The SAAB Request process has gone paperless and requests will now only be submitted online. The form is located on the Student Activities website under the Forms & Resources section.

To Submit an Online SAAB Request:

- Go to the Student Activities website – www.ohiodominican.edu/SAO.aspx
- Scroll to the Forms & Resource Section
- Select Allocation Request Form

Review and Consultation

To further assist you in preparing your requests, you may request a consultation with Jen Conti for feedback and suggestions. All consultations must be completed three days before requests are due to allow you adequate time to complete your requests.

To request a consultation, contact Jen and submit allocation requests that are as complete as possible. Feedback will be provided over email or in an individual meeting.

SAAB Request Form – Step by Step

The online SAAB Request Form is very user-friendly! Below are step by step instructions and hints for your request.

General Information Section

1. Name of Organization – enter your student organization name.
2. Is your organization open to all students – check Yes or No. If you limit membership in any way (i,e, major, GPA, etc), check no.

3. Event Title – enter your event title. If your request is for an item, enter name of item. If your request is for annual expenses, such as a club sport season, indicate here.
4. Event Date – enter event date. Disregard if your request is for an item or annual expense.
5. Event Location – enter event location. Disregard if your request is for an item or annual expense.
6. Expected Attendance – enter how many people you will be expecting to attend your event.
7. Who is your event open to – check Organization Members Only, ODU Community, or General Public.

Revenue Section

1. ODU faculty/staff/student ticket price – enter ticket price if applicable.
2. Non-ODU ticket price – enter ticket price if applicable.
3. Estimated Revenue – enter how much money you expect to earn in ticket sales or with other revenue.

Allocation Request Summary Section

1. This section automatically enters information as you add it in its respective section.
2. Total Expenses – brings in the total expenses included in the next section.
3. Estimated Revenue – brings in the amount of revenue indicated in the previous section.
4. Total Allocations Board Request – automatically subtracts the Estimated Revenue from the Total Expenses to calculate the Total Allocations Board Request.

Event Expense/Request Details Section

1. Description – provide as much information needed to thoroughly explain what the expense is for. Generally, one word descriptions is not enough information. For instance, do not simply put "prizes". Include information about what types of prizes, how many prizes, etc. If expense is for multiple items, include the price per item here (i.e, 4 books at $5 each).
2. Amount – enter total amount for this expense.
3. Click Add. Expense should appear in list below.
4. Repeat for all individual expenses. The form will automatically add up all expenses and bring the total amount to the Allocation Request Summary Section.
5. Written Questions – thoroughly answer the questions indicated on the form. Paint us a great picture of your event and anticipate what our questions will be. If too much information is missing and we have too many questions, we will not be able to properly evaluate the request and the possibility of receiving funding is dramatically decreased. This section should be more than just a few quick sentences. Helpful hint – write your answers in a Word document and cut and paste into this section.

6. Do you have more than one request – check Yes or No. If you check yes, you will be asked to rank this request in relation to the other requests you are submitting. We should be able to see your ranking order of requests once they are all submitted.

Digital Signature Section

1. Name – enter your name.
2. Title – enter your title (President, Treasurer, etc.)

Submit

1. Click Submit to submit the form to Student Activities.
2. Clicking Reset will completely erase all your information already entered on the form.
3. Go back to the Student Activities website and start the process over for additional requests.

SAAB Bylaws and Procedures

You should be familiar with the SAAB Bylaws and Procedures (found in the Student Organization Handbook). Below are important sections to be aware of:

Requests (Article III, Section 2)

a.) Organizations wishing to request funds must complete the *Student Activities Allocation Request Form* [see Appendix A].
b.) Completed *Student Activities Allocation Request Forms* must be returned to the Student Activities Office two (2) weeks before the scheduled SAAB meeting where the request will be heard.
c.) *Student Activities Allocation Request Forms* must be completed by organization officers. *Student Activities Allocation Request Forms* completed by the organization advisor will not be considered.
d.) Only organizations adhering to all request guidelines will be considered for funding.
e.) During the two (2) week period leading up to the SAAB meeting, each SAAB member will review and evaluate each request using the *Allocations Request Scoring Worksheet* [see Appendix B].
f.) Each request will be assigned a liaison from the SAAB. During the two (2) week period leading up to the SAAB meeting, the liaison will review the request and ask the organization any necessary questions. The liaison will then present the request at the SAAB meeting.
g.) The organization will be notified of the decision through university email no more than three (3) business days following the approval from the Vice President for Student Development.

Funding Exclusions (Article III, Section 6)

a.) Funding requests for food that is not integral to the purpose of the event, or "attendance food", will not be considered.
b.) Funding requests for personal items will not be considered. Personal items include, but not limited to, apparel, promotional items, and gifts for members.
c.) Funding requests for off-campus travel will only be considered for those events which are clearly intrinsic to the stated purpose of the organization.

Funding Restrictions (Article IV, Section 3)

a.) Organizational funds, allocated or generated, may not be used to purchase alcohol.
b.) Organizational funds, allocated or generated, must be kept in a university account.
c.) Organizations may not request funds for a direct donation to a charity. Organizations may request funds for a charity event.
d.) Organizational funds, allocated or generated, may not be used for personal loans or expenditures to benefit a private individual or a private purpose.
e.) University tax exempt certificates may only be used for organization purchases and are not for personal use.
f.) Funds may be expended only for items budgeted for and approved by the SAAB.
g.) Organizations must request funds in advance; requests will not be heard for money already spent. Organizations may not commit (by contract or other means) funds which it does not have.

Final Thoughts

- ★ The overall theme to preparing SAAB requests is to make requests as complete and thorough as possible.
- ★ Start early and do not save until the last minute.
- ★ Ask for help – request a consultation or ask questions early!
- ★ This will be the only opportunity you have to present your information – SAAB will no longer follow up with questions.
- ★ Paint us a great picture of your event and anticipate what our questions will be. If too much information is missing and we have too many questions, we will not be able to properly evaluate the request and the possibility of receiving funding is dramatically decreased.
- ★ Sell your event – make it difficult for us to say no to you!