STUDENT ACTIVITY FEE BUDGET REQUEST SYSTEM

QUICK START GUIDE

I. INTRODUCTION

The Student Activity Fee Budget Request System (SAFBRs) is a web based application (https://casweb.gsu.edu/saf/login.aspx) to allow student organizations with the College of Arts and Sciences to request budget for their organizations. The web application has following options:

- In case, your student organization information has not been stored in the system. When you successfully log into the system for the first time, it will detect and redirect you to the registration page (refer to Section 2.1). On this page, you will provide basic information about your organization. A newly registered organization needs to be verified and approved by the College before you can actually start requesting a budget request application.

- In case, your student organization information is found on our database. You can start applying the budget request application.

- A student president of an organization submits a budget request application to his/her advisor for an approval first. Once your advisor has approved your application, it will be moved forward to the next screening level in the college. The college review committee will review your application and make their final decisions. Notifications will be sent you and your advisor(s) when there are approval or denial actions taking place on your application.

- You can start your application and come back later to complete it as long as the submission deadline has not met. At this point, your application is in the “Pending” state, or simply prefer it to “Pending Application”. If you pass the submission deadline, you won’t be able to process your pending application. Therefore, please take the submission deadline seriously.
• Once you have submitted your application to your advisor for his/her review, you won’t be able to make any further changes. At this stage, your application is considered as “submitted application”.

• If your advisor returns the application back to you, you can revise and make any adjustments then resubmitted. Therefore, please remind your advisor to review your application in case the submission deadline is approaching.

• You and your advisors can view current and past applications when necessary

II. SYSTEM REQUIREMENT

Since the system is a web application, it works with most of the web browsers as long as you have the last versions. Below are the recommended system requirements.

• Operating Systems: MAC OSX (10.6 or above); Windows 7, 8, 8.1, 2008, 2012, 2012R2, and Linux

• Web Browsers: Firefox (25 or above), Google Chrome (27 or above), and Internet Explorer (11 or above)

• JavaScript must be enabled on your Web browser

• The web application is not designed for smart phone devices, but it works on tablets like iPads and Microsoft Surface Pro 2 and above.

2.1 LOG-IN REQUIREMENT

The system requires you to log in with your GSU campus ID and the associated password with the ID. Please make to use your GSU login credential to sign in. In case you forgot your GSU campus password, you can reset it from https://campusid.gsu.edu.

III. NEWLY REGISTERED STUDENT ORGANIZATION

If your student organization has not been stored in our database, you will be automatically directed to the registration page (Figure 1) for the first name when you sign in to the system. Please make sure
provide all required information. Once you have submitted your registration, the college will verify and approve it. You can start your budget request after the approval from the college.

The system has detected that your student organization is not registered in the system. Please complete this registration form before you can start requesting budget for your organization. Fields marked with an asterisk (*) are required. Only provide GSU email address; otherwise, the system does not accept other email providers.

If your student organization has multiple student presidents or advisors, please provide information of the primary one.

**STUDENT ORGANIZATION REGISTRATION**

<table>
<thead>
<tr>
<th>Organization Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF STUDENT ORGANIZATION</td>
</tr>
<tr>
<td>GIVE THE MISSION STATEMENT AND GOALS OF YOUR ORGANIZATION</td>
</tr>
</tbody>
</table>

**Student President Information**

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Select a department</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GSU CAMPUSID</th>
<th>GSU EMAIL ADDRESS</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Advisor Information**

<table>
<thead>
<tr>
<th>ADVISOR'S FIRST NAME</th>
<th>ADVISOR'S LAST NAME</th>
<th>ADVISOR'S DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Select a department</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADVISOR'S GSU CAMPUSID</th>
<th>ADVISOR'S GSU EMAIL ADDRESS</th>
<th>ADVISOR'S PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 1: Registration Page**

**IV. START FILLING APPLICATION FORM**

If your student organization has been stored in our database, you will see the default page (Figure 2) when you have successfully logged in.
Figure 2: Default Page

- **Area 1** is the header area, where shows the current date, your first name and last name, and Log Off link.

- **Area 2** is the site navigation (main menu), where you can navigate to different pages.
  - Pending Application page displays information regarding the deadline of filling application and a list of your student organization(s) with basic information (e.g. Speedtype, Advisor name, and Department name)
  - Submitted Application page shows the list of your submitted application(s), which have been submitted to your advisor to review and approve.
  - Approved Application page shows the list of your approved application(s), which have been approved by your advisor and the college
  - My Organization page displays information about your student organization(s). You can update your name (in case of typo), and phone number. However, you will not be able to change your GSU campus ID and email address. We prefer to use GSU campus ID and email addresses.
○ Help page displays information in regard to support when you need any assistance us from the college.

• Area 3 shows the deadline information for the current fiscal year. If you miss the deadline, you won’t be able to fill your budget request application or continue on pending application.

• Area 4 shows information about your student organization(s). Mostly, you see only one. However, if you are the student presidents of multiple student organizations, you will see more than one organization.

4.1 READY TO FILE

1. Click “Apply Now” link under Action column corresponding to the organization you would like to request for a budget. Please note once you have started your application, it is considered as a PENDING APPLICATION.

2. You will redirect to the first section, GENERAL INFORMATION ABOUT YOUR ORGANIZATION (Figure 5). Fill all required fields marked with a red asterisk (*).

○ You can edit Student President Information (Figure 3) and Advisor Information (Figure 4) if you desire by clicking Edit link under Action column. Note that GSU IDs and email address cannot be edited.
○ To upload a file, click **Browse** button. Then, select the file on local computer. Click **Upload Attachment** button when you are ready to attach the file to your application.
Figure 5: General Information about Your Organization

3. Click Save and Continue to save your current information and move to Section 2.
4. Section 2, MEMBERSHIP, PLANNING, AND COMMUNICATION AND COLLABORATION (Figure 6), fill all required fields.

5. Click **Save and Continue** to save your current information and move to Section 3.

### MEMBERSHIP, PLANNING, AND COMMUNICATION AND COLLABORATION

**List the number of active members you had in prior Fiscal Year 2014**

<table>
<thead>
<tr>
<th>NEW GSU &amp; NON-GSU MEMBERS</th>
<th>RETURNING GSU MEMBERS</th>
<th>RETURNING NON-GSU MEMBERS</th>
<th>ACTIVE GSU &amp; NON-GSU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**List the number of active members you have in current Fiscal Year 2015**

<table>
<thead>
<tr>
<th>NEW GSU &amp; NON-GSU MEMBERS</th>
<th>RETURNING GSU MEMBERS</th>
<th>RETURNING NON-GSU MEMBERS</th>
<th>ACTIVE GSU &amp; NON-GSU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Planning**

**WHAT IS THE AVERAGE NUMBER OF STUDENTS THAT ATTEND ACTIVITIES SPONSORED BY YOUR ORGANIZATION?**

<table>
<thead>
<tr>
<th>NUMBER OF THE MOST MEMBERS AT A SINGLE EVENT</th>
<th>NUMBER OF THE MOST NON-MEMBERS AT A SINGLE EVENT</th>
<th>THE LEAST MEMBERS AT A SINGLE EVENT</th>
<th>THE LEAST NON-MEMBERS AT A SINGLE EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE DESCRIBE YOUR FY 2015 GOALS. WERE YOUR GOALS MET? WHAT STEPS WERE TAKEN TO MEET YOUR GOALS? IN ADDITION, PLEASE INCLUDE A DESCRIPTION OF YOUR ORGANIZATION’S PROGRAMMING EFFORTS IN THE CURRENT YEAR.**

**PLEASE DESCRIBE YOUR FY 2016 GOALS. PLEASE EXPLAIN YOUR PLANS TO MEET THOSE GOALS? IN ADDITION, PLEASE INCLUDE A DESCRIPTION OF YOUR ORGANIZATION’S ANTICIPATED PROGRAMMING EFFORTS FOR NEXT YEAR.**
6. Click **Save and Continue** to save your current information and move to Section 4. You can click **Previous** to move backward to the previous section if you want to make changes to that previous section.

7. Section 4, **ALTERNATIVE FUNDING SOURCES** (Figure 7), fill all required fields.

8. Click **Save and Continue** to save your current information and move to Section 5.

9. Section 5, **FEE ALLOCATION BUDGET** (Figure 8), fill all required fields.
**ALTERNATIVE FUNDING SOURCES**

**WHAT IS THE TOTAL AMOUNT OF DOLLARS EXPENDED BY YOUR COLLEGE, DEPARTMENT OR OTHER FUNDING SOURCE (IF APPLICABLE) IN SUPPORT OF YOUR ORGANIZATION?**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FEES</strong></td>
<td><strong>DUES</strong></td>
</tr>
<tr>
<td>2,000.00</td>
<td>5,000.00</td>
</tr>
<tr>
<td><strong>SPONSORSHIPS</strong></td>
<td><strong>FUNDRAISING</strong></td>
</tr>
<tr>
<td>1,666.66</td>
<td>206.66</td>
</tr>
<tr>
<td><strong>SALES</strong></td>
<td><strong>OTHER</strong></td>
</tr>
<tr>
<td>1,000.00</td>
<td>700.00</td>
</tr>
</tbody>
</table>

**TOTAL**: 10,573.32

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**Figure 7: Alternative Funding Sources**

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**FEE ALLOCATION BUDGET**

**Projected revenue in fiscal year 2016**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PROVIDE AN ESTIMATED AMOUNT OF PROJECTED REVENUE IF ANY</td>
</tr>
<tr>
<td>9,000.00</td>
</tr>
</tbody>
</table>

**Actual expenditures from the previous fiscal year**

[Attachment: Attach a summary review of your organization's actual expenditures for the period July 1, 2014 through June 30, 2015.]

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**ITEMIZE IN DETAIL YOUR FY 2016 BUDGET REQUEST**

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Type of Expense</th>
<th>Amount Request</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Buying a new laptop</td>
<td>Equipment</td>
<td>$2,500.00</td>
<td>Edit</td>
</tr>
<tr>
<td>2 Getting a new desktop</td>
<td>Equipment</td>
<td>$3,200.00</td>
<td>Edit</td>
</tr>
<tr>
<td>3 Fee for setting up event</td>
<td>General Programming</td>
<td>$450.00</td>
<td>Edit</td>
</tr>
<tr>
<td>4 Buying refreshment for the meeting</td>
<td>Non-Programming Food</td>
<td>$350.00</td>
<td>Edit</td>
</tr>
<tr>
<td>5 Conference Travel To New York</td>
<td>Travel</td>
<td>$5,600.00</td>
<td>Edit</td>
</tr>
</tbody>
</table>

| T Personal: $0.00 | Non-Programming: $250.00 |
| T Travel: $5,600.00 | Equipment: $5,700.00 |
| L Programming: $450.00 | Total All Expenses: $12,100.00 |

**Click Add New to add a new expense item**

**Click Edit to modify the expense item**

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**Figure 8: Fee Allocation Budget**
10. To a new expense item, click Add New link. The add-new window will be shown as in Figure 9. Make sure click SAVE to save each entry.

![Add New Expense Item](image)

Figure 9: Add New Expense Item

11. To edit the expense item, click Edit link. Please make click Update or Save to save your changes.

12. Click Save and Continue for the last section, APPLICATION REVIEW (Figure 10), where you are given the opportunity to review your application before submitting.

![APPLICATION REVIEW](image)

Figure 10: Final Section

13. Click Previous button if you want to go back and make further changes.

14. Click Review to review your application. Once you have submitted your application, you will not be able make any changes until there is a revision required by your advisor.

V. CONTINUE PENDING APPLICATION
In case you have not finished all sections of the application form, you can come back and continue working on your pending application as long as the deadline is not passed.

1. Log back to the system, and click **Continue on Pending Application** (Figure 11) link.

   ![Click this link to continue on pending application](image)

**Figure 11: Continue Working on Pending Application**

V. NEED ASSISTANCE

If you have any questions or concerns about your student organization, please contact Sheadrick Stevenson at **sstevenson@gsu.edu**.

If you have any technical issues with this web application, please contact A&S Tech Support at **astechsupport@gsu.edu**.