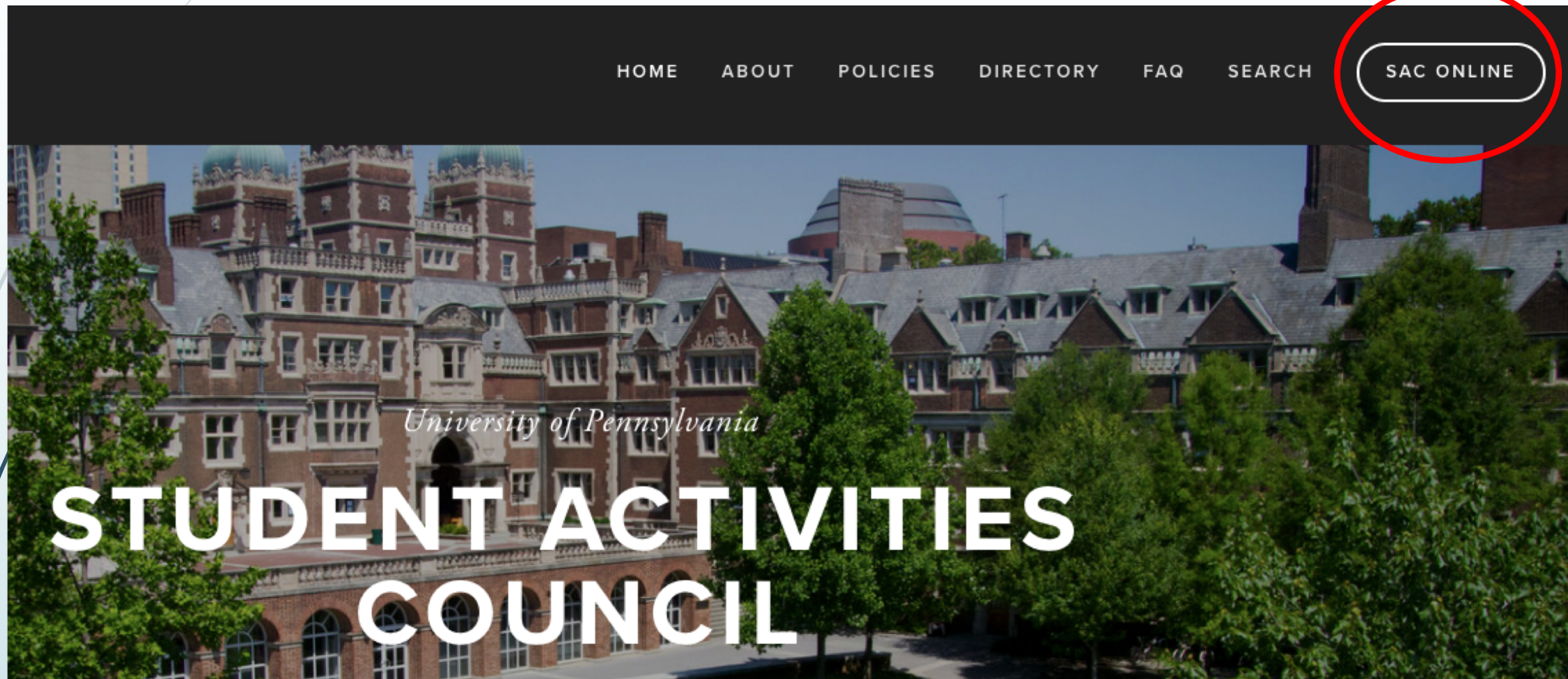





How to Make Your Annual Budget Request

Go to sacfunded.net and click the button to open SAC Online



Log in using the account credentials given to your club. If you do not know the account credentials, email your SAC liaison.



Login

Welcome to SAC Online. Only authorized users may use this system.

Please enter your username and password to log in. If you need help, contact your :

Username:

Password:

Click on the budget request button in the side bar to bring up this screen

SAC Online

MENU

- Account Summary
- SAC Budget Brief
- ▶ Budget Request
- Contact SAC
- Historical Data / Change Year
- Messages
- Logout

Example Club Budget Request

Welcome to the online budget request process!

STEP ONE

Download the instructions:

Please download the SAC Funding Policies and Guidelines document below, and read it thoroughly before starting your budget request. If you have any questions, please [contact your SAC Exec Liaison](#).

[SAC Funding Policies and Guidelines](#)

STEP TWO

Complete your online budget request!

[Start the BudgetRequest Wizard >>>](#)

QUESTIONS ?

Please [contact your SAC Exec Liaison](#) if you have any questions.

Click on the budget request wizard to do anything related to budget requests

- Account Summary
- SAC Budget Brief
- ▶ Budget Request
- Contact SAC

- Historical Data / Change Year

- Messages
- Logout

Example Club Budget Request

BUDGET REQUEST WIZARD

Would you like to:

- Work on your budget request for **next year** (2019-2020):

[Create or edit my 2019-2020 Annual Budget Request >>>](#)

- Request contingency funding for **this year** (2018-2019):

[Create or edit my 2018-2019 Contingency Requests >>>](#)

- Review your **past budget requests**:

[View any of my Past Budget Requests >>>](#)



Click the top button to create a new annual budget request or edit an existing annual budget request

- Account Summary
- SAC Budget Brief
- ▶ Budget Request
- Contact SAC

- Historical Data / Change Year

- Messages
- Logout

Example Club Budget Request for 2019-2020 / General Information

Please begin your budget request with the following general information:

Request ID:

Contact Name:

Contact Phone Number:

Contact E-Mail Address:

Don't worry about this

Info of student who will be attending the budget interview

Description of Group:

Number of Members:

<input type="text" value="40"/>	Undergraduate Students
<input type="text" value="0"/>	Graduate Students

Dues:

\$ <input type="text"/>	per year - Class 1
\$ <input type="text"/>	per year - Class 2
\$ <input type="text"/>	per year - Class 3

For if your club charges dues and if different students pay different amounts of dues

Please explain the different classes of membership used to determine dues (i.e., Active/Inactive, Competing/Not Competing, etc.):

If there exist different due requirements for different students, explain what defines each type of student

My Group Has:
(check all that apply)

An office Location:

A phone line Number:

A computer

[Continue to Activities](#)

Click this to continue after you've filled out the above

MENU

- Account Summary
- SAC Budget Brief
- ▶ Budget Request
- Contact SAC

- Historical Data / Change Year

- Messages
- Logout

Click the "Edit" button for each activity to edit that activity's expense and revenue items.
When finished, click "Generate Budget Request" to create your final request.

Activities:

Activity	SAC Expenses	Non-SAC Expenses	Revenue	Action	
Example Activity 1	\$0.00	\$0.00	\$0.00	Edit	Delete
Example Activity 2	\$0.00	\$0.00	\$0.00	Edit	Delete
Example Activity 3	\$0.00	\$0.00	\$0.00	Edit	Delete

Add a New Activity

You will see a screen like this except you won't have activities yet. Click the "Add a new activity" button to add a new activity.

Fill out the activity's info. Click "save changes" to have the option to add individual item requests.

MENU

- Account Summary
- SAC Budget Brief
- ▶ Budget Request
- Contact SAC

- Historical Data / Change Year

- Messages
- Logout

Example Club Budget Request for 2019-2020 / Edit Activity

Please enter the following information about this activity:

Activity Name:

Description:

When are you planning on holding this activity?

Where are you planning on holding this activity?

How many people do you expect to participate?

Save Changes Cancel

Where are you planning on holding this activity?

How many people do you expect to participate?

Line Items For This Activity:

There are no items defined for this activity. Please click below to add your first item.

Shows up after you click the "save changes" button above

SAC Online
MENU

- Account Summary
- SAC Budget Brief
- ▶ Budget Request
- Contact SAC
- Historical Data / Change Year
- Messages
- Logout

Example Club Budget Request for 2019-2020 / Edit Item

This item is for the "Example Activity 1" activity. Please enter the following information about this item:

Item Name:

Description:

Category:

Total Cost: \$

Include a breakdown of the cost in the description, if applicable.

Add a New Activity

Request Summary:

Total SAC Request	
Total	\$99,999,999.99

SAC Budget Categories	
Category	Total
Advertising	\$90,000,000.00
Communications	\$9,000,000.00
Costumes	\$900,000.00
Dues(National)	\$90,000.00
Equipment/Supplies	\$9,000.00
Facilities/Security	\$900.00
Honoraria/Services	\$90.00
Photocopies/Printing/Publicity	\$9.00
Production	\$0.90
Travel/Conference Fees	\$0.09

Other Categories	
Category	Total
Non-SAC Expense	\$0.00
Revenue	\$0.00

Return to General Information

Generate Budget Request

Cancel

After you are done your request, click the “generate budget request” button to upload your request.

There won't be a confirmation screen, it just does it.

But you can still review what you submitted. See next slide.

- Account Summary
- SAC Budget Brief
- ▶ Budget Request
- Contact SAC

- Historical Data / Change Year

- Messages
- Logout

Example Club Budget Request

BUDGET REQUEST WIZARD

Would you like to:

- Work on your budget request for **next year** (2019-2020):

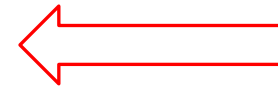
[Create or edit my 2019-2020 Annual Budget Request >>>](#)

- Request contingency funding for **this year** (2018-2019):

[Create or edit my 2018-2019 Contingency Requests >>>](#)

- Review your **past budget requests:**

[View any of my Past Budget Requests >>>](#)



Click the bottom button to review past requests that your club has submitted.

- Account Summary
- SAC Budget Brief
- ▶ Budget Request
- Contact SAC

- Historical Data / Change Year

- Messages
- Logout

Example Club Budget Request

BUDGET REQUEST HISTORY

Click on a budget request to view details:

- [2019-2020 Annual Budget Request](#)
- [2018-2019 Annual Budget Request](#)
- [2018-2019 Contingency Request - Example 1](#)
- [2017-2018 Annual Budget Request](#)
- [2017-2018 Contingency Request - Example 2](#)
- [2017-2018 Contingency Request - Example 3](#)
- [2017-2018 Contingency Request - Example 4](#)
- [2016-2017 Annual Budget Request](#)
- [2016-2017 Contingency Request - Example 4.5](#)
- [2016-2017 Contingency Request - Example 5](#)
- [2016-2017 Contingency Request - Example 6](#)
- [2015-2016 Contingency Request - Example 7](#)

Open the annual request of the relevant year and you will see the same thing that SAC sees during the budget interview.

You can also refer to past budgets for how to write your budget requests if your club had a rough board transition and you don't know what to request.

Non-SAC Expense \$0.00
Revenue \$0.00

Activities

Name: Example Activity 1
Description: Description 1
Details: When: placeholder
 Where: placeholder
 Participants: 10

Name: Example Activity 2
Description: Description 2
Details: When: placeholder
 Where: placeholder
 Participants: 10

Name: Example Activity 3
Description: Description 3
Details: When: placeholder
 Where: placeholder
 Participants: 40

Name: Example Activity 4

The activities will appear in a list under the “Activities” subtitle

Please don't leave your budget requests to the last minute because SAC Online can have very poorly timed system updates.

The individual items will appear in whatever category you put them in, and in this example all of the example expenses were put as equipment so they appeared here.

Equipment/Supplies

Activity Name	Item Name	Description	Cost/Amount
Example Activity 1	Example Expense 1	blah blah blah	\$3.50
Example Activity 1	Example Expense 2	text goes here	\$123.45
Example Activity 2	Example Expense 3	12345abcde	\$321.23
Example Activity 3	Example Expense 4	hello world	\$0.01