

OHHello RSO Leaders,

You are receiving this email because you are listed as a contact for a Registered Student Organization (RSO) at Georgia State University.

The budget request process for the 2023-24 academic year (FY24) is now open! RSOs that would like to apply for Student Activity Fee (SAF) funding for expenses that occur between July 1, 2023 – June 30, 2024 should read this email thoroughly in order to maximize their chances of receiving funding.

In order to make the process easier this year, we've made some changes to the request process:

1. Organizations requesting \$1500 or less for the full year can fill out an easier request form! This form is called "FY24 SAF Budget Request – Under \$1500 (Round 1)". These requests will be more quickly approved, but remember that all expenses must still be allowable, as outlined in the SAF Protocol Manual. These requests can include operating/event expenses but are not intended to include any travel expenses.
2. Organizations requesting over \$1500 will need to use the form called "FY24 SAF Budget Request – FULL (Round 1)". These requests require a greater amount of detail and need to include all expenses for the full year (July 1, 2023 – June 30, 2024). These requests can include operating/event expenses and travel expenses.
3. Organizations can only apply for their annual budget via one SAFC application process. If your organization receives funding via either of the above-listed forms, your organization cannot apply for additional funding in future rounds during FY24 (July 1, 2023 - June 30, 2024).
4. We've created a number of new resources to help you know what can and cannot be funded! Those documents are available at <https://pin.gsu.edu/organization/saf/documents>.

FY24 SAF Request Budget Application Process Dates:

SAF Application Process Name	Open Date	Due Date
FY24 SAF Budget Request – Under \$1500 (Round 1)	April 14, 2023	May 12, 2023
FY24 SAF Budget Request – FULL (Round 1)	April 14, 2023	May 12, 2023
FY24 SAF Budget Request – Under \$1500 (Round 2)	August 1, 2023	September 4, 2023
FY24 SAF Budget Request – FULL (Round 2)	August 1, 2023	September 4, 2023
FY24 SAF Budget Request – Under \$1500 (Round 3)	December 1, 2023	January 12, 2024
FY24 SAF Budget Request – FULL (Round 3)	December 1, 2023	January 12, 2024

How to Apply for Student Activity Fee Funding:

1. First, you MUST have PIN administrative access to your RSO page. If you do not have that access and need it, contact studentorganizations@gsu.edu and your campus's Student Life staff will assist you.
2. Go to <https://pin.gsu.edu> and Sign In.

3. Click on the Menu button in the upper left corner.
4. Look for your RSO name and click on the gear icon
5. Choose Finance
6. Click on the “Create Request” button
7. Choose “Create Budget Request”
8. Choose the request form you want to submit – either the “Under \$1500” or “FULL” option. **DO NOT SUBMIT BOTH.**

If you are more of a visual person, we also have a 2-minute walkthrough video on how to access the Budget Request forms: <https://youtu.be/UQbfojTZ598>

Additional Resources:

1. [RSO Cheat Sheet for SAF](#) – Quick guide for what can and cannot be funded.
2. [SAFC Protocol Manual](#) – Full guiding document for the SAFC and full funding guidelines.
3. SAFC is also hosting **INFORMATION SESSIONS** to discuss the process and answer questions. You can find details on those events at <https://pin.gsu.edu/organization/saf/events>

Questions about the process?

Email us at SAFC@gsu.edu