

SAF Annual Proposal Form for the 2015- 2016 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 24, 2014 until 5:00pm on January 14th, 2015. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2015 to 2016 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 6, 2015 and February 13, 2015. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentlife/safc/safbylaws>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 3, 2015. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.

SUBMITTED BY
Leah Shelton
lshelton@uwb.edu
Jan 14, 2015, 01:50PM PST

SAF Annual Proposal Form

[Required] Proposing Group IDEA Project

(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)

[Required] Department/Organization Student Engagement & Activities

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person Leah Shelton, Program Manager, Student Engagement & Activities

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Contact Email lshelton@uwb.edu

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal. Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

[Required] Contact Phone 425-352-5266

Please include the phone number of the contact person. This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Faculty/Staff Member N/A - submitted by staff

Please discuss your request with a staff or faculty member (i.e. Student Life Staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual.

[Required] Faculty/Staff Member Email lshelton@uwb.edu

Please provide the email of the faculty or staff member you discussed your request with.

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives: <http://www.uwb.edu/21stcentury>

This request is for student diversity and social justice programs, specifically two student programming groups (Social Justice Organizers and International Student Facilitators) and two campus spaces (IDEA Project and Reflection Room), all of which are advised by professional staff in Student Engagement & Activities. According to our homepage, UW Bothell is “the most ethnically diverse campus in the state of Washington” and there continues to be clear demand from students for more diversity-related programs on our campus. This request aligns directly with the 21st century campus initiatives of diversity (to “enhance campus commitment to diversity and inclusiveness”) and student-centered work (to “enhance student services to support academic success and enrich student life.” IDEA Project (Identity, Dialogue, Expression, Action) in UW1-161 is a space founded by and for UWB students that honors the many experiences and talents of our diverse student population. The IDEA Project opened in June 2013 as a direct response to students articulating a need for gathering space on campus; it is a place for students to meet and to design and coordinate events, projects, programs, and to collaborate on initiatives for student expression and voice. It also serves as a lending library, event space, work space for ISF and SJO, and is scheduleable to all students and student groups for meetings and events. Social Justice Organizers (SJO) are student staff members who create and implement events, programs, and workshops to raise consciousness about equity and diversity to create a socially just community that challenges social norms and systems of oppression. SJO uses an intersectional approach to diversity work and programs that encompasses all aspects of race, gender, class, ability status, age, sexual orientation, and multi-dimensional identities. In their very first quarter on campus, SJO brought Indigenous Peoples’ Day to campus for the first time, presented a day-long Undocumented Advocacy workshop, and hosted educational heritage month programs, Dine-and-Dialogue series on emergent news items, poetry workshops, and much more. Faculty, staff, and students are increasingly asking to partner with SJO, and they are excited at the growth potential. International Student Facilitators are current international and domestic student staff members who support and enhance the transition of international students to life at UWB. ISF leads present at F-1 immigration orientations and offer quarterly ISF events across campus to strengthen cross-cultural communication and engagement, international and domestic student connection, and programs that honor the diverse cultures of all of our students. Reflection Room in UW1-380 is an open use space for students and the UW Bothell community to seek quiet time for meditation and reflection. The space is intended for individual use only, and not for any organized group activity or meetings. The Reflection Room is available for students to access during regular business hours. Students who enter the facility must adhere to the guidelines, available on our website.

[Required] Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service.
- If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, please provide that information here.

Studies show that student-centered diversity programs directly contribute to enhanced recruitment, retention, and satisfaction of historically underrepresented student groups on university campuses, as well as improving campus climate for the entire community (references available on request). These kind of programs and services at UW Bothell are especially crucial considering the makeup of our student population of 42% students of color (www.uwb.edu/diversity).

Additionally, services for LGBTQ+ students, women students, first generation students, immigrant and international students, and students with disabilities are under-resourced on our campus, and the work reflected in this request serves to begin addressing that gap. Further, we know directly from student voice and from the ongoing engagement in our programs (see below) that IDEA, ISF, and SJO are enhancing student engagement and leadership on our campus, contributing to a safer, more inclusive and welcoming campus climate for all of us.

[Required] Estimate number of students that will benefit from your proposed program/service.

In 200 words or less, please do the following:

- Indicate the benefits of your proposed program for students.
- Estimate how many currently enrolled students will likely benefit from your proposed service or program.
- Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

In 2013-2014, SJO and Diversity Programmers (the former name for Social Justice Organizers) programs represented over 1800 student interactions.

This year, we estimated direct contact with 1650 students in fall quarter 2014 alone. Passive contact through educational displays during this same quarter is estimated at an additional 500-1000. As our services and programs grow, we anticipate yearly contact with a minimum of 5,000 students.

[Required] How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would track how the event/program/service went? How would you track how successful it was and what you could change in the future?

In addition to compiling ongoing quantitative data (number of attendees, number of participants, etc.), we gather qualitative data in the form of pre- and post-evaluations for programs to determine if and how learning outcomes have been met, as well as yearlong goal-setting and personal inventory for student staff (samples available on request.) Student staff develop these learning outcomes for all programs, which is measured through surveys in various formats (Leichert scale, open-ended questioning, etc.). As our programs grow, we will intentionally implement more and varied formalized assessment methods.

Example of student feedback: “I honestly can say that I had the most impactful weekend with these wonderful and inspirational individuals at Camp Brotherhood! This weekend really opened my eyes to identity, culture, differences, individuality, oppression, privileges, and friendship. Thank you for making this camp so alive, fun and warm hearted! This is the best retreat I've ever been to in my life.” (Cross Cultural Engagement Retreat)

Example of faculty feedback: “At the risk of repeating myself, I am so thankful for the training last month which allowed me to respond far more substantively and (I hope) helpfully [to a student] than I would otherwise have been able to do.” (Undocumented Advocacy Workshop)

Additional Information Thank you for your time and consideration.

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

Salary/Wages

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

Social Justice Organizers student staff: 5 students x 16 hrs per week x 48 weeks x \$13/hr = \$49,920
International Student Facilitators student staff: 3 students x 16 hrs per week x 48 weeks x \$13/hr = \$29,952
Additional 20 hours x 5 SJOs for diversity sessions at orientation during summer quarter x \$13/hr = \$1300

TOTAL SALARY/WAGES: \$81,172

Benefits 16.5% applicable benefits for student staff above = \$13,393.38

TOTAL BENEFITS: \$13,393.38

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box. If you included salaries/wages in the above field, you must calculate the applicable benefits.

Programming/Events

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. If your request includes security and you would like an estimate, please contact UWB Security at 425-352-5359.

\$8,000: Social Justice Organizers series programming (For example: Dine and Dialogue series, heritage month programs, guest speakers, artists and performers, etc.)

\$7,500: International Student Facilitators yearly programming (For example: Global Student Welcome, World Languages Cafe, cultural events, etc.)

\$6,000: Safe Spaces/advocacy and ally workshops and trainings (Undocumented, racial justice, gender justice, etc.)

\$3,000: Intercultural Night (longest-running UW Bothell public event featuring dance and music performances)

\$3,000: Cross-Cultural Engagement Retreat (yearly three-day intensive workshop off-site for students)

\$2,000: Partnership contributions for cross-campus collaborations

\$1,500: Diversity sessions at first-year orientation during summer (not inclusive of staff time, see salary lines above)

TOTAL PROGRAMMING/EVENTS: \$31,000

Facilities Rentals/Set-Ups

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up. If you need assistance with estimated costs, please speak to a staff/faculty member.

Please put total dollar amount of facilities in the bottom of this box.

\$1,000: Various associated programmatic costs (for example, Mobius Hall tech and setup)

TOTAL FACILITIES RENTALS/SET-UPS: \$1,000

Printing & Photocopying

Describe the funds you are requesting in detail below.

Please put the total dollar amount of printing/photocopying in the bottom of this box.

\$500: Estimated printing and photocopying for regular programs

\$500: Estimated printing and photocopying costs for special programs

TOTAL PRINTING AND PHOTOCOPYING: \$1,000

Office Supplies

Describe the funds you are requesting in detail below.

Please put the total dollar amount of office supplies in the bottom of this box.

\$3,000: Marketing materials for promotion of ISF, SJO, IDEA Project

\$2,500: IDEA Project computer, furnishings, paper, etc.

TOTAL OFFICE SUPPLIES: \$5,500

Food/Refreshments Included in programming estimates above.

Describe the funds you are requesting in detail below.

Please put the total dollar amount of food/refreshments in the bottom of this box.

Please review the food policy/food form for the University policies before submitting your request at the following link:

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Equipment Rentals/Purchase Included in programming estimates above.

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

Please put the total dollar amount of equipment rentals/purchase in the bottom of this box.

Transportation

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University.

Please put total dollar amount of transportation in the bottom of this box.

\$1,000: Professional staff motorpool for travel to events, conferences, and workshops

\$1,000: Student staff motorpool for travel to events, conferences, and workshops

TOTAL TRANSPORTATION: \$2,000

Meals and Lodging for Travel

Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at the following link: <http://www.gsa.gov/portal/category/21287>

Please note that hotel bookings are typically done through the University.

Please put the total dollar amount of meals and lodging in the bottom of this box.

\$5,500: Social Justice Organizers conference(s) (for example, Students of Color Conference, White Privilege Conference as it relates directly to their positions and development)

\$3,000: International Student Facilitators conference(s) (for example, Northwest Student Leadership Conference, International Student Leadership conference)

\$3,000: Student Diversity Council conference/trainings

\$3,000: Advisors to travel with students to conferences/trainings

TOTAL MEALS AND LODGING: \$14,500

Telecommunications N/A, included in Student Engagement & Activities request

Describe the funds you are requesting in detail below.

Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).

Please put the total dollar amount of telecommunications in the bottom of this box.

Other

Please include any other expenses that don't fall under any of the above categories in detail.

Please put the total dollar amount of other in the bottom of this box.

\$1,600: Staff training at fall student leader training camp (SJO/ISF 8 student staff x 200 per student)

\$800: ISF t-shirts for members

TOTAL OTHER: \$2,400

[Required] Total Amount Requested

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error. Round your final total up to the nearest dollar.

[Required] Terms and Conditions I Agree

-I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/safc/safbylaws>

-I understand that once submitted, adjustments cannot be made to the total amount requested above.

-I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 6, 2015 and Friday, February 13, 2015. Someone from my group will be available to attend a brief hearing scheduled during that time frame.