

# 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  
George Theo and Jope Shelley  
gtheo@uwb.edu  
Jan 14, 2015, 04:21PM PST

## SAF Annual Proposal Form

[Required] Proposing Group IT and Student Affairs

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

[Required] Department/Organization IT and Student Affairs

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

[Required] Contact Person George Theo and Joe Shelley

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 gtheo@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 2-3326

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

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 N/A

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>

The intent of this request is to provide staffing that can and will support the Student experience outside of the classroom. Currently, many programs and events that are funded by SAF require audio visual technical support that is typically provided by an outside agency. In addition to the events, SAF currently funds to operations of the FFT, but not the audio visual equipment that supports programs; this is covered under a contract with an outside agency. This request is to bring the majority of support to an in house system that would support programs outside of the classroom. This request supports the 21st initiative as it would support programs funded by SAF and support the outcomes of their event goals. Specifically this request will support sustainability to the budget, enhance community outreach and development, and will also support the student-centeredness of our campus as it will support student programs. In addition, this request will increase student jobs on campus.

**[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.

As mentioned above, we currently outsource many of the resources need to support student programs and events - may that be technical equipment or personnel to support troubleshooting existing student space and equipment. As we are about to complete the Activities and Recreation Center construction and open the facility, we believe there will be an increase in student programs and an increase in cost to SAF to budget for this type of program support. In order to provide a seamless experience, it is believed that creating these new student positions and the new staff position that Student Programs will be supported more efficiently and cost effectively.

**[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.

The intent of the request is to provide services for all student programs; which in turn supports all 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?

Groups will need to reserve or schedule support from this group and in turn we will be collecting data on use, frequency of use, type of equipment request, etc. With this information we will be able to fine tune the budget request.

Additional Information      N/A

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.

Professional Staff Wages: Media Technician Senior - \$42,576

Student Lead (2) – \$13.50/hr x 42 weeks x 19.5 hours x 2 people - \$22,113

Student Tech Crew - \$13.00/hr x 42 weeks x 12 hours x 10 - \$65,520

Benefits      Professional Staff - \$14,476  
Student Staff \$29,796

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      N/A

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.

Facilities Rentals/Set-Ups      N/A

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.

Printing & Photocopying      \$500 to support general office clerical needs and advertising of services

Describe the funds you are requesting in detail below.

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

Office Supplies      N/A

Describe the funds you are requesting in detail below.  
Please put the total dollar amount of office supplies in the bottom of this box.

Food/Refreshments N/A

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 N/A

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 \$2,000 – as it relates to student trainings and conferences

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.

Meals and Lodging for Travel \$5000 – as it relates to student trainings and conferences

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.

Telecommunications N/A

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 No additional request of funds, but conversations are taking place that potentially would add additional funding sources.

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.

[Required] Total Amount Requested \$181,981

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.