

# SAF Annual Proposal Form

**Question 1. \* (Indicates a required field)**

Proposing Group

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

Orientation & Transition Programs

**Question 2. \***

Department/Organization

(i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)

Orientation & Transition Programs

**Question 3. \***

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.

Terry Hill

**Question 4. \***

Contact Email

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.

terryh@uw.edu

**Question 5. \***

Contact Phone

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.

425-352-3868

**Question 6. \***

Faculty/Staff Member

Please discuss your request with a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) before submitting your request and include the name and title (i.e. John Smith, Club Adviser) of that individual. **IMPORTANT: This person will also be listed as the budget owner.**

Terry Hill, Director of Orientation & Transition Programs

**Question 7. \***

Faculty/Staff Member Email

Please provide the email of the faculty or staff member you discussed your request with. **Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation.**

terryh@uw.edu

**Question 8. \***

Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding. How does your proposal support the 21C initiatives?

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 Student Affairs Welcome Desk is located on the 1<sup>st</sup> floor of UW1. Its primary role is to be a resource for students, staff, faculty, and guests who are looking to access the rest of campus. They answer questions about the university and also direct people to the appropriate places on campus that will be able to help them with their needs. The Welcome desk is the information hub on campus that helps students best access the campus and enhance their educational experience. It's students helping students so that we can keep a student centered approach to the desk.

**Question 9. \***

## Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service. Explicitly describe how does this program directly and indirectly benefit our community campus?
- 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.

In order to maintain excellent service to students, it is imperative to keep staffing of the Student Affairs Welcome Desk at a level that meets student demands. Details of the Orientation and Transition Programs request are outlined below.

Student Assistants are student positions that support the Student Affairs Welcome Desk which provides direction and information to visitors and administrative support the Division of Student Affairs. These Student Assistants assure that Student Affairs is accessible at all times to students even when professional and classified staff are in meetings. Having a “front desk” for Student Affairs has made Student Affairs more prominent and accessible to answer questions and meet student needs. These student leaders assist other students in navigating the university and Student Affairs offerings in variety ways. The desk will be staffed from 8am-5pm Monday to Fridays, ensuring that there is always someone in Student Affairs to answer questions and be a resource to students when professional staff might be serving and supporting students in other ways.

Student Affairs is asking for 52 weeks to have consistent coverage throughout the traditional academic year and coverage over the summer months when school is in session and to support new summer programming initiatives.

This request also recognizes that there is a need for increased funding to support the training and development of these student leaders in much the same way that other leaders are supported. This will allow the Student Assistant to provide an even higher level customer service and minimize the chances of misinformation being given out to students.

### **Question 10. \***

New Request or Previously Funded

Has this request been funded in the past? If yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations.

It was funded in 2015-2016. A request did not go in for 2016-2017. We used temporary funds for the 2016-2017 academic year.

### **Question 11. \***

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.

Even with the Activities and Recreation Center (ARC), there will always be the Student Affairs Welcome Desk in Founders Hall (UW1). The Welcome desk will serve as an outpost for Student Affairs to provide support for programs outside of the ARC.

Student Assistants help will continue to provide access for students to the various resources within Student Affairs, such as clubs and activities, fitness classes, Intermural Sports, Orientation programming, Career Services, campus events, Counseling, Title IX, and student conduct.

As our campus keeps growing the student traffic continues to increase as well. UW1 will also continue to be the building with the most used classrooms on campus. The desk supports all students and guests of the university.

Currently the desk averages about 50 in person inquiries a day from students who are looking for different resources or assistance. They also get about a number of phone calls and emails though out the day. They will also assist in various projects for the Student Affairs Division.

The Welcome Desk also opens the Idea Project space each day and updates the Student event calendars in UW1.

**Question 12. \***

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

We count all interactions the desk staff have with students, staff, and visitors. In addition, we recently had an MBA student group assess the desk services. We have been interested in doing a survey for students, but most students have very limited time to be able to fill out a survey after they swing by to ask the desk staff a question. However, we are considering ways that we might be able to survey students more broadly.

**Question 13.**

## Additional Information

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

Student Assistants now receive much of the same training as campus Orientation Leaders so that they can better help students navigate the entire university. We also look at these positions as another student leadership role. Student Assistants will attend the same mandatory class as Orientation leaders in the spring and will also attend the OTP student leader retreat. In addition, they will also go through intensive training prior to staffing the desk alone. This will require additional hours for staffing. We are formally moving this position from being seen as just a “job,” to another educational leadership opportunity within Student Affairs.

In the past, we have also informally had 1 or 2 “leads” at the desk that had additional leadership role within the Student Assistant team. These Coordinators help to select, train, and manage the rest of the Student Assistants. These Coordinators tend to be students that have at least 1 year of prior service as a Student Assistant. We would like to formally recognize this increase job responsibility and role with additional compensation.

### Question 14.

#### Salary/Wages

Describe the funds you are requesting in detail below. Benefits will be calculated on the spreadsheet accordingly. Please detail the number of positions, hours per week/salary, salary, etc. If there are differences or distinctions in positions, please explain. Please show your math; for example: (1 student working X# hours per week at \$X per hour for X weeks).

##### Desk Coverage:

Student Assistants:  $\$15/\text{hr} \times 52 \text{ weeks} \times 30 \text{ hours} = \$23,400$

Student Assistants Coordinators:  $\$16/\text{hr} \times 52 \text{ weeks} \times 15 \text{ hours} = \$12,480$

Total Student Assistants and Student Assistant Coordinators:  $\$35,880.00$

##### Weekly Staff meetings and training:

Student Assistants:  $\$15/\text{hr} \times 4 \text{ SAs} \times 1 \text{ hr per wk} \times 52 \text{ wks} = \$3,120$  (for weekly staff meeting)

Student Assistants Coordinators:  $\$16/\text{hr} \times 1 \text{ SACs} \times 1 \text{ hr per wk} \times 52 \text{ wks} = \$832.00$  (for weekly staff meeting)

Student Assistants: \$15/hr x 4 SAs x 16hrs = \$960.00 (Retreat)

Student Assistant Coordinators: \$16/hr x 1 SAC x 16hrs = \$256.00 (Retreat)

Student Assistants: \$15/hr x 4 SAs x 20hrs = \$1,200.00 (for Intensive Training)

Student Assistant Coordinators: \$16/hr x 1 SAC x 20hrs = \$320.00 (for Intensive Training)

Student Staff Total: \$42,568.00

**Question 15.**

**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. Please put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

na

**Question 16.**

**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 and on the spreadsheet.

na

**Question 17.**

**Printing & Photocopying**

Describe the funds you are requesting in detail below.

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

**Question 18.**

**Office Supplies**

Describe the funds you are requesting in detail below.

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

**Question 19.**

**Food/Refreshments**

Describe the funds you are requesting in detail.

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

[http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-\(1\).pdf](http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-(1).pdf)

Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

**Question 20.**

**Equipment Rentals/Purchase**

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 and on the spreadsheet.

**Question 21.**

## 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 provide justification for out of state travel. Please put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

na

## Question 22.

### 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 them 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 and on the spreadsheet.

na

## Question 23.

### Operations

Describe the funds you are requesting in detail below.

Please put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet.

Phone lines should be calculated at \$10 per line per month.

<https://itconnect.uw.edu/service/campus-telephone-services/>

na

## Question 24.

### Other



Please include any other expenses that don't fall under any of the above categories in detail. Please distinguish between "training" and "professional development" dollars here. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

na

**Question 25. \***

**Total Amount Requested**

Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.

\$50,188

**Question 26. \***

**Terms and Conditions**

By submitting this application, you are agreeing to the terms and conditions below:

- I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentaffairs/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 3, 2017 and Friday, February 10, 2017. Someone from my group will be available to attend a brief hearing scheduled during that time frame.