

2013-2014 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Wednesday November 13th, 2013

The intent of the contingency award is to fund student-initiated activities, events, projects, and services that were not proposed during the annual budgeting cycle. Contingency requests should represent new ideas for building and sustaining community on campus. As such, these requests are to be generated by student groups, committees, and boards. Other entities of the campus community are invited to submit requests during the annual budgeting cycle.

A contingency fund shall be established by the Committee as part of its annual budget and should represent approximately 5% of the projected fee revenue. The purpose of this money is to fund proposals throughout the following fiscal year. The Chancellor or his or her designate shall review and approve all such recommendations from the Committee.

All requests must be in accordance with the Services & Activities Fee Bylaws. The SAF Bylaws appear here:
<http://www.uwb.edu/studentlife/safc/safbylaws>

Hearings will occur on Friday, November 22nd, 2013 from 8:00am-12:00pm. Someone from your group must be available during that time frame to attend a brief hearing.

The SAF Liaison will be in contact with you by Friday, December 6th to schedule your hearing date. If the Committee has any questions regarding your proposal, the SAF Liaison will directly contact you via email or phone.

Contact James Anderson, 2013-2014 SAF Chair, with any questions or comments at SAFuwb@gmail.com.

SUBMITTED BY

Universal Leadership Conference
manzom@uw.edu
Nov 12, 2013, 06:36PM PST

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[Required] Proposing Group Universal Leadership Conference

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

[Required] Department/Organization Student Life

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

[Required] Contact Person Marlene Manzo

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 manzom@uw.edu

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.
*Be sure to check your email regularly as the SAF Committee contacts groups via email.

[Required] Contact Phone 509-305-0059

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

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.
*Remember that the contingency process is for new ideas/initiatives only, all other requests must be made during the Annual Cycle.

The Universal Leadership Conference (ULC) is a student-run conference that provides leadership experience and training for college students. The ULC believes that service, social justice, and leadership are all connected. The programming for this conference offers students a variety of opportunities to understand and reflect on service, social justice, and leadership. The skills that students learn from this conference can be applicable in students' local and global communities.

The ULC is currently seeking a Chair for the 2013-2014 conference. We are seeking a highly qualified student that can organize this large event, and hope that these funds can retain our upcoming chair, and also serve as a reward for their time and effort. In total we are requesting 1,165 dollars to compensate the ULC Chair.

[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).

ULC founder Tyrell Edwards saw a need to bring students together to learn about social justice and leadership. His idea became popular amongst students, and thus the ULC was born. The mission of the conference is to empower students into leadership, support diversity efforts and promote social responsibility. The conference is designed to help students tap into and expand their leadership potential, helping them grow personally and professionally. Over 200 students participated in the first annual event, many came from around the region, including some from as far as Oregon and British Columbia.

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

In 200 words or less, please do the following:

--Indicate what the benefits of your proposed program for students will be.

--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 conference is anticipated to reach over 200 students, as it did in 2012-2013. Out of 222 evaluations the satisfaction of each workshop was an average of 4.35/5. Participants found the topic discussed at the workshops to be beneficial, rating them an average of 4.55/5. The average participants rated the workshops a 4.03/5 in their ability to enhance their idea of leadership. This data demonstrates that the conference met it's goal in providing excellent leadership training to students, and participants of the conference.

Additional Information No answer submitted.

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

Salary/Wages No answer submitted.

Describe the funds you are requesting in detail below.

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

Benefits We are asking for 1,165 dollars to fund the Chair position of ULC.

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.

Programming/Events No answer submitted.

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box.

Facilities Rentals/Set-Ups No answer submitted.

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. North Creek Events Center costs \$350 and up per event.

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

Printing & Photocopying No answer submitted.

Describe the funds you are requesting in detail below.

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

Office Supplies No answer submitted.

Describe the funds you are requesting in detail below.

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

Food/Refreshments No answer submitted.

Review the food policy/food form for the University policies before asking for food. The Food Policy is below the food form in the link.
<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy.

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

Equipment Rentals/Purchase No answer submitted.

Describe the funds you are requesting in detail below.

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

[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?

As we did last year, we will hand out workshop evaluations to each student while they are in session. We ask them to rate their experience in each workshop, and provide suggestions on where we can grow. Our results from the past year were very beneficial, and gave us a larger scope on where our focuses should be. We will measure how many students attend based on registration, but mostly we will evaluate the student experience quantitatively through surveys, and also any e-mail correspondence we receive.

Transportation No answer submitted.

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation).

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

Meals and Lodging for Travel No answer submitted.

Describe the funds you are requesting in detail below.

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

Telecommunications No answer submitted.

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

Other No answer submitted.

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

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

[Required] Total Amount Requested 1,165

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 | 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 requested amounts listed above.

--I understand that hearings will be held between 8:00am-12:00pm on Friday, November 29th, 2013 and someone from my group will be available to attend a brief hearing scheduled during that time frame.