**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](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.

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**SUBMITTED BY**
Matthew Bennett - Debate Society  
mattb367@uw.edu  
Nov 13, 2013, 04:01PM PST

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<tr>
<th><strong>[Required] Proposing Group</strong></th>
<th>Debate Society</th>
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<td><em>(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)</em></td>
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<tr>
<th><strong>[Required] Department/Organization</strong></th>
<th>Debate Society - Student Life</th>
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<tbody>
<tr>
<td><em>(i.e. Student Services, CUSP, Student Life, Student Clubs &amp; Organizations, etc.)</em></td>
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<tr>
<th><strong>[Required] Contact Person</strong></th>
<th>Matthew Bennett</th>
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<tr>
<td>This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.</td>
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<tr>
<th><strong>[Required] Contact Email</strong></th>
<th><a href="mailto:mattb367@uw.edu">mattb367@uw.edu</a></th>
</tr>
</thead>
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| 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.* |

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<th><strong>[Required] Contact Phone</strong></th>
<th>5738555110</th>
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<th><strong>[Required] Executive Summary of Your Proposal</strong></th>
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| 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 UWB Debate Society would like to offer a graduate assistance position in order to increase the educational value of debate. A graduate assistant will help teach, coach, and travel with the debate team as necessary to debate tournaments to help the students. This would allow UWB to take more debate teams to tournaments as a lower cost per tournament and also help UWB debate become more competitive.
UWB debate society is now overseen by only one professional staff which is the director of our program. As debate grows various level of debaters have different needs in coaching and growing. In order to increase the educational benefit of debate a graduate assistant could help. Also, as of right now we hire on additional coaches or assistance on a per tournament basis. This increases the amount of money spent traveling to each tournament and hiring graduate assistant would alleviate this cost. Many long standing national debate programs have graduate assistants in order to help with coaching and research needed to maintain a successful program. As UWB debate grows our needs are growing too. There have been many well qualified and experienced debaters that are willing to come to UWB if this position was offered.

All students at UWB are encouraged and able to compete and be involved with debate at any level they desire. There are currently 12 active members who compete at tournaments for debate and more students attend classes and club practices.

Benefits

14.25$ hourly for 19.5 hours a week from January 8th 2014 to June 16th
Total $8,380.71

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.

Facilities Rentals/Set-Ups

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

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

Office Supplies

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

Food/Refreshments

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

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

UWB - Debate Society will conduct a survey from the students assessing the contribution of the graduate assistant and how they helped coach them throughout the year.  
Additionally, we can assess by objectively seeing if the performance of UWB debate society increases during competitions.

**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**  
$8,380.71

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 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.