

SAF Annual Proposal Form for the 2013-2014 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 30, 2012 until 5:00pm on January 16th, 2013. 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 2013 to 2014 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 8, 2013 and Friday, February 15, 2013. 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>

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, March 29, 2013. 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

Jamie Wazenkewitz, Counseling Center
jwazenkewitz@uwb.edu
Jan 16, 2013, 04:27PM PST

SAF Annual Proposal Form

[Required] Proposing Group Counseling Center

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

[Required] Department/Organization Student Services

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

[Required] Contact Person Jamie Wazenkewitz

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 jwazenkewitz@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 425-352-5297

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 Jamie Wazenkewitz, Mental Health Counselor

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 jwazenkewitz@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>

The Counseling Center is seeking to expand access to mental health support services and resources through offering outreach and programming such as workshops, support groups, and the creation of a mental health resource library. This program would meet goals of several of the UWB 21st century initiatives: growth, resourcefulness, diversity and student-centered priorities. By growing programs, we are supporting the ability of the college to offer a premier public education to more students. Counselor led workshops and support groups are resourceful ways of serving greater numbers of students efficiently. Offering a variety of formats for accessing mental health support, will better meet the diverse needs of our students. The counseling center values a student-centered approach to care and believes these expansion to services will allow us to do even more to support academic success and enrich student life.

[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.

The counseling center aids students in their academic success and overall wellbeing through mental and emotional health support. In addition to individual counseling, we would like to expand our services to do more campus mental health outreach and support programs through increasing workshops and providing support groups. We would also like to build a resource library for student use to provide better access to helpful information, tools, and strategies in coping with mental health challenges/boosting emotional wellness. These programs and tools will help ensure that students who would benefit from counseling support have access to a variety of programs and resources.

In the past several years, demand for counseling services has increased dramatically. In the 2011-2012 school year Counseling Services accommodated a 52% increase in counseling appointments and a 26% increase in students served (compared to 2010-11). In fall quarter of this year we have seen that trend continue: as of December 31, 2012, there was a 22% increase in counseling center visits compared to the same time last year (and a 159% increase as compared to the same time two years ago). By expanding our counseling menu of support options, we can better meet increased student need.

[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.

Counseling services serves all majors on campus and is available to all students enrolled. Programs such as workshops or support groups and increased access to mental health resources would give students more opportunities and formats through which they can get emotional/mental health needs met. Workshops and support groups also provide students with opportunities for supportive connections in the context of peer groups. By providing education and support in a wide variety of formats, the counseling center can reach out to students who might not otherwise seek out 1-on-1 counseling, but could use support or strategies to cope with life challenges. Mental and emotional health are key ingredients in student well being and success.

[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?

Each campus has its own culture and own mental health support needs, so careful evaluation of new counseling center programs would be important for us to make sure we are offering options that best serve UW Bothell students needs. Program evaluations for participants along with tracking attendance levels and student interest requests will all contribute to ongoing staff discussions and refinements to programs to best meet student needs. Monitoring utilization of mental health resources (books, workbooks, brochures, etc) will help inform resource expansion over time.

Additional Information

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

This year our counseling staff has increased from 1.65 FTE professional mental health counselors to 2.15FTE, plus the addition of masters level counseling interns. The increased staff offers more flexibility to expand services and offer other formats for support that we previously haven't had the capacity to do.

Additionally, as UW Bothell grows, we'd like to offer comparable variety and access to services that other schools of our size are able to provide for students.

Salary/Wages N/A \$0

Describe the funds you are requesting in detail below.

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

Benefits N/A \$0

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.

\$4800 for outreach materials for campus events, support group student books & facilitation materials, and clinical support materials for counseling center clients.

Facilities Rentals/Set-Ups N/A \$0

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 \$100 for printed marketing materials

*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 \$0

*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 \$0

*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 \$0

*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 N/A \$0

*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 N/A \$0

*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 \$0

*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 \$2500 for Supplies/texts for creating a lending library of mental health resources.

*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 \$7400

*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 12:00pm, tentatively scheduled for Friday, February 8, 2013 and Friday, February 15, 2013. Someone from my group will be available to attend a brief hearing scheduled during that time frame.