SAF Annual Proposal Form for the 2014-2015 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from December 6, 2013 until 5:00pm on January 15th, 2014. 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 2014 to 2015 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 7, 2014 and February 14, 2014. 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 4, 2014. 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
Allen Bonebright
uwdeca@gmail.com
Jan 15, 2014, 04:53PM PST

SAF Annual Proposal Form

[Required] Proposing Group  Collegiate DECA
(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)

[Required] Department/Organization  Student Clubs & Organizations
(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person  Allen Bonebright
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  AllenBonebright@gmail.com
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  425-998-6797
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  Jean-Claude Hauchecorne
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  JCH33@uw.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

UW students will participate in two interscholastic case competitions, one in Washington State and a second out of state international competition. Conference participants analyze businesses through case studies for solution to issues involving policy, ethical, marketing and financial. These solutions are then presented to a panel (consisting of business professionals) in order to defend their recommendations. Students from all classes and majors can compete in competitions.
Collegiate DECA at the University of Washington Bothell is an organization which aims to prepare students in all levels and all majors for the professional world. This is obtained through business simulations and competitions which requires students to think analytically, critically and realistic. DECA is organized by UW Bothell students and is in high demand. Participation at conferences reached 35 active members last year, and remains roughly the same this year; despite a large portion of members graduating. In 2013, a total of 35 UWB DECA members attended the regional conference and performed extremely well competing against Western Washington University, Gonzaga University, Camosun College in British Columbia, Shoreline Community College, and Spokane Community College. Two of our teams placed first in their events, two teams placed second, and three placed third. 15 UW Bothell students reached the national finals, 4 placing in the top 10 within the nation, representing UWB at a national level. In 2013 SAF provided funding to subsidize the costs of attending two conferences.

**PARTICIPATION.**
1) Approximately 31 students will compete this year.
2) UWB DECA alumni return to campus biweekly to coach our students.
3) UWB DECA students will coach student groups from high schools around western Washington.
4) UWB DECA will take the lead in organizing practices with CEO and business professionals as judges.

**FINANCIAL SUPPORT:**
DECA students are expected to raise 45% of their necessary funding. They will host a dance in February, as well as a fundraising auction and dinner in March. The net proceeds will subsidize on-campus DECA events and the cost of sending 31 students to competitions.

**DECA's primary purpose is to help students improve their skill and confidence in analyzing problems and engaging a critical audience. We want to provide as many students as possible the opportunity to participate meaningfully in this learning activity.**

We seek wide participation across classes and programs. Through spreadsheets and performance feedback from judges to students, we can assess our success by comparing results from current and previous competition performances. This helps use maintain the effectiveness of the DECA program and adjust as needed.

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**FACILITIES RENTALS**
(1) North Creek Events Center for the annual spring auction = $500.00
(2) North Creek Events Center for the annual spring dance = $500

**SET-UP**
(1) Set up and take down of tables at North Creek Events Center = $150.00
Total: $1150.00

**Printing & Photocopying**
No answer submitted.

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**
No answer submitted.

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**
Catering for the auction (300 people, $15/person)
Total: $4,500

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**
No answer submitted.

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**
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.

**STATE COMPETITION**
(1) Gas and and standard vehicle usage from Bothell campus to downtown Seattle
31 students * 8 cars * 20.2 miles * $0.55 (IRS vehicle usage rate/mile) = $89

**INTERNATIONAL COMPETITION**
(1) Airfare to nationals (April 23-26 in Washington, D.C.)
**20 students at $600/person = $12,000
Total: $12,089

**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 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.

- Hotel (state conference, triple occupancy, February 2014) for 31 students
  2 nights x 130 x 1/3 = $78 per student
  Total: $2,418

- Hotel (national conference, triple occupancy, April 2014) for 20 students
  5 nights x $220 x 1/3 = $330/ student
  Total: $6,600

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

**Other**
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.

- Conference fees (state conference February 2014)
  31 students @ $130
  Total: $4,030

- Conference Fees (national conference, April 2014) for 20 Students @ 130
  Total: $2,600

**[Required] Total Amount Requested**
$33,387

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 7, 2013 and Friday, February 14, 2014. Someone from my group will be available to attend a brief hearing scheduled during that time frame.