Executive Summary (1600 character limit, approx. 250 words or less)

"The Associated Students of the University Washington Bothell's (ASUWB) main purpose is to serve and represent UWB students. The ASUWB is seeking funding requests for hired staff and elected officers, conducting and holding campus elections, marketing and promotional items, office supplies, and supporting academic travel for students (SAEF). The ASUWB actively strives to improve and enhance the student experience by soliciting and acting on constant feedback and input from UWB students. Our objective is to apply this feedback and improve upon current student and campus issues. ASUWB is entirely funded by SAF and serves as the liaison between students, faculty, staff, and alumni. Having continual support and funding from SAF will allow the ASUWB to continue representing the UWB student body, as well as addressing their needs."

Need for Program (1600 character limit, approx. 250 words or less)

"While the primary purpose of our organization is to advocate for and serve as the primary liaison for the UW-B student body, we enhance the student experience through various means. We ensure that the needs of the student body are met through any means, such as our connections with UWB faculty, staff, administrators, the overarching system of UW, and most importantly through interactions with the student population. Having these connections gives us the ability to tackle and ensure campus needs are met, whether through constant communication with faculty and staff or advocating for student needs by directly applying changes that the students are requesting.

The ASUWB is fortunate to serve on and be a part of numerous committees on campus and throughout the UW system to ensure that concerns are being heard. Such committees include the "'Chancellor's Advisory Committee for Students'" (CACS), a newly created Food Advisory committee, and many more that adhere to the daily activities on campus. ASUWB also runs the Student Academic Enhancement Fund (SAEF), which acts as a primary function for students to request and receive funding for any academic trips.

The ASUWB is also tasked with recruiting and directing applications for the SAF and STF committees. These commitments are vital in ensuring student fees are making a difference in the student experience."
Is this a new request? Partial

What on your request is new or has changed?

"ASUWB is requesting an additional hired staff position. The proposed Operations Manager is tasked with assisting the team with their projects as well as maintaining proper year-to-year records to help improve information access from one team to another. The operations manager's main task is to create proper job manuals for each position and help maintain proper transition documents for upcoming ASUWB officers and staff. This position is expected to work 10–12 hours per week and cannot exceed 15 hours per week and will be paid hourly rather than student-fixed salary.

In addition to this position, the membership for the Washington Student Association (WSA) will be increasing its fees per student from $1.05 to $2.25. The ASUWB wishes to continue its relationship with the WSA to ensure the Legislative Liaison is properly trained during the legislative quarter, as well as advocate for UWB students in Olympia and continue to receive pertinent information on bills relating to student need and higher education. As it pertains to Olympia and the legislative quarter, ASUWB is also proposing to increase the allotment given to the Legislative Liaison for travel, lodging, meals per diem, etc."

Strategic Plan (1000 character limit, approx. 150 words or less)

"With an ever-expanding student body, the ASUWB will remain the primary liaison between students, faculty, and staff. Continuing to receive proper funding from SAF will ensure that ASUWB executives and staff are able to properly advocate for UWB students, provide proper access to resources, and ensure their needs are met. Our key primary vision for the ASUWB is to ensure that it maintains its role within the college community and continuously provides proper resources, as well as creating a better relationship between UWB students and the ASUWB team. Our efforts will continue to bridge the gap between student and administrator, and reach a wider student body so that every voice is heard and not left out."

Assessment (1600 character limit, approx. 250 words or less)

"ASUWB's main goal is to improve and enhance the quality of life students have on the UWB campus. The organization is able to do this by continuous outreach to the student body in the form of tabling, surveys, and town halls. These outreach efforts will remain a staple in ASUWB advertising and provide quantitative and qualitative insight to the student need."
Currently, one of the primary ways we enable students to enhance their academic studies is through SAEF, for example funding conferences and conventions. SAEF sees multiple applications throughout the academic year, with 2022–2023 having six applicants total with a total request of $7,230. Students that receive funding from SAEF are required to create a presentation or summary of their program. ASUWB will continue to track requests and decisions (approvals/denials). In addition, ASUWB is committed to creating new advertising efforts to increase visibility of SAEF through social media and faculty relationship building.

As stated above, ASUWB’s objective to serve as the student liaison liaison, has inspired the executive team to create programs and opportunities to receive feedback from the UWB student body. Our organization has garnered over 100 students during our tabling efforts, 81 responses on our food climate surveys, and over 70 students for our legislative surveys. We’ve also had many initiatives that include recruiting members for committees, which totaled over 40 applicants. In total ASUWB has connected with over 500+ unique students in the fall quarter alone.

**Salary Positions**

"Currently, the ASUWB has 11 paid student leader positions, in addition to a new role called Operations Manager, which is a hired position and is hourly. The executive board includes the president and vice president, who both oversee the ASUWB team and ensure the team members are maintaining their lines of work within the ASUWB bylaws and mission statement. There are also five director roles overseeing various departments: government relations, student advocacy, outreach, marketing, and campus partnerships.

Government relations plan and carries out legislative events and agendas proposed by students. Student advocacy’s main goal is to advocate for student safety and health, as well as any academic affairs concerns; Outreach manages ASUWB’s external relations within the UWB community, which includes clubs and local businesses, as well as serving as the primary member for recruiting student volunteers interested in partnering with ASUWB. Marketing handles all social media and advertising, as well as the creation of any marketing tools used by the ASUWB team; Campus partnerships primarily focus on fostering proper relationships and collaborating with UWB organizations and departments.

We also have four hired positions; treasurer, legislative liaison, parliamentarian, and operations manager. The treasurer’s primary role is to facilitate and manage the ASUWB budget, the SAEF (academic travel fund), as well as recruit members for both the SAF and STF committees, while also serving as a member of said committees; the legislative liaison focuses on advocating for the legislative agendas that have been created and put forward within the legislative department, as well as, lobbying in Olympia on behalf of ASUWB; the parliamentarian serves as ASUWB’s knowledge base for UW policy and ASUWB bylaws, as well as taking minutes of each meeting; the Operations Manager, our newer role, is meant to help support future ASUWB
members by creating job manuals for each position, maintaining proper transition folders, as well as supporting any initiatives and projects started within the team.

Programming/Events

We are also requesting funding for programming and events. These funds will help bridge the gap between the ASUWB and students to increase our communications within the student body by working with other organizations and clubs to gain more recognition and receive feedback. Events would include week-long tabling, proper town halls, as well as any other forms of communication to receive feedback from students. These programming costs are also used for Lobby Day in Olympia. ASUWB provides the opportunity to students to participate by providing transportation to and from Olympia.

Printing & Photocopying

The ASUWB will use this funding to cover expenses for posters, papers, marketing materials (flyers for committees, and hires) as well as additional printing and photocopying supplies for any marketing materials we may need.

Office Supplies

Office supply funds will be used and spent on ASUWB’s supply tables that are meant to be utilized by students. There are currently 4 supply tables that include pens, tape, chargers for phone devices, and staplers that students can easily access throughout campus.

Transportation and Travel

"The ASUWB is requesting funding to cover travel expenses for our legislative liaison during the Olympia sessions to lobby for what aligns within the UWB community and its students. The funding is intended to cover all gas miles traveled, parking tickets, and week long lodgings in Olympia. While transitioning away from covid, our legislative liaison is now required to stay full weeks in Olympia in order to advocate for student concerns. We are requesting for this funding to be changed from ""Legislative Liaison Olympia Travel Reimbursement"" to ""Legislative Liaison Olympia Legislative Session Reimbursement."" Our Legislative Liaison will require lodging in Olympia during the entire legislative session (average cost for housing is around $1300/month over a 3 month span), food per diem, and travel/gas reimbursement (.55/mile). The overall budget for this session is estimated to be around $6000 in reimbursement in lodging, travel, food costs, and miscellaneous expenses.

Lastly, we are requesting reimbursement for officer travel reimbursements for local events. These funds would help cover travel expenses for our officers traveling to UW Seattle as well as UW Tacoma. As well as travel expense reimbursements for WSA training during fall quarter."
Professional Development

"We are requesting funding for the Student Academic Enhancement Fund (SAEF), which encourages students to travel and go to academic conferences without having to worry about paying for conference fees, hotels, as well as travel fees. SAEF will serve as the primary source for students to represent the UWB campus, expand the knowledge they've learned in classes, and share their own experiences and ideas. To receive SAEF funding, students are required to have any research or studies they have done endorsed by a faculty member or staff member. SAEF is intended to assist current students in building their resumes while also providing them with the opportunity to present any significant knowledge they have acquired in their respective disciplines. The ASUWB's role within SAEF is to be the main point of contact, as well as managing and distributing the funds.

We are also requesting funding for ASUWB training in the fall, winter, and spring quarters. The training is specific for ASUWB officers and staff to become more proficient in their roles and to fully understand what their roles encompass. The training teaches participants how to develop plans and organize initiatives within the scope of their roles. Training will take the form of workshops led by professional staff. Expenses would include facility rentals, trainers (internal and external), and supplies used in training.

Lastly we are requesting funding for Washington Student Association (WSA) membership fees and to cover WSA conference fees. The WSA works with both students and education partners throughout the state to advocate for improvements in higher education such as affordability and accessibility, as well as creating an equitable system for all students. while also offering additional training for both of our legislative departments (Director of Government Relations and Legislative Liaison) to understand how to properly become a student lobbyist. These trainings encompass how to advocate for and represent their UWB students. WSA also offers opportunities for students to create paths through their offered internships that help improve leadership skills, public speaking, and advocating for what your constituents need. Our legislative department has been closely working with WSA for many years, as have other institutions within Washington that are members of WSA."

Promotional Items

We are requesting funding for ASUWB promotional items for students to receive, which have included pens, journals, and as well as lanyards in the past. This proposal aligns within the SAF Bylaws as well as UW's procurement policy. Following last year’s plan, we will continue to purchase from minority/women-based vendors for our promotion items.
Operations

We are requesting funding to conduct UWB’s student government elections, which will be overseen by an elections committee. The funding will be allocated through marketing, events, pamphlets, name tags for committee members, as well as business cards. These funds will aid in gaining more recognition from the UWB student body and making student government elections more widely known. In this way, we will receive proper votes, and UWB students will have a voice in who they elect into the ASUWB.

Total Amount (please note the total dollar value)
$244,122

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