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

"Club Council (CC) is a SEA student organization composed of dedicated student leaders committed to serving clubs and building community at UW Bothell. We connect individual students to experiences including event participation and club membership; we provide club members opportunities, resources, and the support necessary for leadership development, organizational management, and skill development outside of the classroom. We manage the recognition, funding, and operation for all student clubs at UWB.

CC is requesting funding for administrative and programming expenses on behalf of these clubs. This proposal includes:

● Salary for 6 student leaders who guide club officers and members to achieve their vision, mission, and goals;
● Programming funding for student clubs to host successful events, including a separate line for “uncapped” programming in which CC can support clubs’ large scale, new, and innovative programs that do not align with the standard programming model; SAF asked us to create this opportunity in 2019, and we request to continue it (SAF provides funding to CC who then funds the clubs on a rolling basis throughout the academic year);
● Student staff development to enhance unique skills directly related to the job. In addition to the training coordinated by SEA, we would like to bring in specialists for CC specific training

CC is dedicated to empowering students at UWB by promoting, recognizing, and integrating diverse interests to build unity on campus. We strive to create a positive and inclusive club environment."

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

"Clubs anchor students’ opportunities to build community and establish connections with each other and the university. CC supports leadership development, organizational management, and skill development through co-curricular enrichment. We help connect students to involvement opportunities through club membership and events.

CC supports clubs in their operations through registration, formal recognition, ongoing officer orientation and training, event planning, and navigation through university policy and processes. Clubs have a wide variety of events – including speakers, conferences, cultural celebrations, and educational or informative gatherings where students come together across common interest and this relies on SAF’s financial support. Major club events and administration would
not be possible without CC’s support and SAF funding. Such events have traditionally included Filipino American Student Association’s FASAP; Cultural clubs’ collaborations of Heritage Night and Desi Night; Black Student Union’s Roll Bounce; Biology Club’s Graduation Tea Party; and Vietnamese Student Association’s Cultural Show. CC needs to be positioned to support clubs as activity continues to grow at UWB.

Next year, a new residence hall will bring our residential population to over 350 students. We anticipate an increased demand for leadership opportunities, events & activities, co-curricular experiences, and overall club activity. The club experience supported by CC grounds the student experience within the campus community to further enhance their sense of belonging at UWB."

**Is this a new request? Partial**

**What on your request is new or has changed?**

We are requesting an increase in programming dollars (back to what CC was awarded in 19-20, 20-21, and 21-22), an increase in salary dollars which would allow CC members more weekly hours, and an additional small amount in salary dollars to allow for spring quarter cross training. CC member positions have been slightly retuned with with increased hours in mind, with one position in particular taking on an "events" focus (see salary section for more details).

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

As we anticipate growth in the number of clubs over the next 2-3 years, CC must grow its team in the future to effectively manage the expanding student initiatives. Recently, club activities on campus have seen a great increase and with the completion of a new resident building, the student population is expected to grow by 1000 students. To support new activities, CC requests an increase in funding and plans to gather more input from students to ensure CC policies and processes align with the interests of the student body. CC aims to improve communication with students and clubs to keep everyone informed and aware of events, activities, and funding opportunities. This can be done through various methods such as surveys, focus groups, or town hall meetings. By gathering input from the student body, and providing clear and consistent communication, we can ensure that CC effectively serves the growing student population and is representative of student interests.
Assessment (1600 character limit, approx. 250 words or less)

"2022's spring (SQ) and autumn quarter (AQ) saw clubs return to regular attendance and events. CC still feels that numbers are skewed from COVID, but expect data we gather this year to align with pre-COVID times.

CC has included data from pre-COVID for comparison:

- Recognized clubs: AQ19:57; AQ21:17; AQ22:49
- Approved funding requests: AQ19:8; AQ21:0; AQ22:9
- Officers trained: AQ19:200; AQ21:120; AQ22:135
- Clubs in the last pre-COVID year (18-19): 68; Anticipated clubs for 22-23: 70+
- 1000+ students affiliated with clubs, an increase of 400+ from the 21-22 academic year

This past autumn quarter alone has seen 300% more recognized clubs, a 167% increase in club membership, and we have trained over 52% of last year’s officers. Clubs had two large events in AQ, four large events approved so far for winter quarter (with more anticipated), and we anticipate more requests in SQ. We have thus far awarded $14,480+ to clubs since the start of this academic year.

Clubs are ramping up activities and this will increase in winter and spring. CC anticipates awarding all funding by the end of the year, as we have typically done pre-COVID.

CC plans to continue to collect data on club activity and participation this academic year. As the new residence hall comes online next AQ, we foresee more club activity; to prepare, CC will survey club officers on processes to ensure stronger and more efficient support. CC maintains connections through one-on-one interactions with officers where we obtain feedback and data to be applied to processes and structure."

Salary Positions

"We are requesting an increase in the amount of hours funded for CC Members. For the past two years, CC members were expected to work 16hrs/wk while classes were in session, with additional hours during summer training. This year, CC is requesting to increase to 19.5hrs/wk while classes are in session. CC members have gone over their 16hrs expected limit on several occasions these past two quarters due to increased club activity and we foresee this trend continuing.

Additionally, we ask for a small amount of salary funds to allow for Spring Quarter shadowing and training for newly hired CC members and the newly hired CC chair. As club activity increases, we expect policy and procedures to become more complex and want to setup each year’s team to be as successful as possible to provide the best support for clubs."
The Chair is expected to work 19.5hrs/wk while school is in session, with additional hours during summer, which include summer training hours.

In addition to the following breakdown, each CC member serves as the direct point of contact for 13 - 17 clubs each (65 - 85+ clubs anticipated for AY 23-24). This allows them to provide the best support for event planning, the funding request process, marketing, training, etc., because they become personally familiar with each club's mission, vision, challenges, and goals. All CC members also are involved in awarding funding to clubs, club recognition, and club policy interpretation with the support of the CC adviser.

CC member position breakdown:

Chair – the Chair supports CC members with their daily operations and delegates duties, represents clubs and CC on university committees and in meetings, oversees general CC members’ interaction with clubs, assists in the oversight of the club handbook with the support of the CC adviser, and is in charge of facilitating all CC meetings, coordinating with the adviser, monitoring processes, and reviewing CC overall to better operations.

Secretary – responsible for maintaining all correspondence with clubs via email, phone, or written document; note taking and keeping minutes at all meetings; posting business meeting minutes on CC webpage and maintaining transparent communication with clubs; manages the club constitution and record keeping process

Treasurer – tracks and reconciles all budget related items related to CC and club events; manages the funding request process with the support of the CC adviser; maintains overall financial wellness of the CC budget to ensure that we are in our spending limits

Recognition Coordinator – manages the club recognition process in the student engagement platform; tracks all clubs and the process to get officially recognized by CC and UW Bothell; oversees compliance for maintaining recognition status; primary liaison for student engagement platform

Marketing Coordinator – maintains social media and website pages; takes photos at events, coordinates graphic design submissions, and publicize club news; produce CC monthly newsletter which compiles resources and upcoming club events; manages the events marketing and printing request process for clubs

Events & Resources Coordinator – manages club involvement in large scale university or department sponsored activities (i.e. Welcome Week, Senior Week, SpringFest, etc.); coordinates large scale event collaborations between clubs and/or departments; lead planner of major CC events (Club Fairs, Awards & Recognition Events, etc.) and club interest meetings

TOTAL: $116,679
Programming/Events

"CC is requesting $100,000 to support clubs with their events, campus engagement, and uncapped-funding programs. This is identical to what SAF awarded CC for 2019-2020, 2020-2021, and 2021-2022. CC asks for the previously awarded funding to maintain the current level of support and service. Throughout AQ22, there was a significant increase in engagement, activities, and CC-funded events. Thus far, CC has already approved nearly 18% of our funding to more than 14 clubs and is expecting to process and fund 12+ more events on campus throughout Winter 2023. Following this data trend, CC believes that our current awarded funding would not be sufficient to operate and maintain our current support with the increase in residential population next year, which we anticipate will inevitably impact club activity.

Previous Funding Model (2021 - 22) - (Anticipating using the similar model for 23-24)

Programming ($100,000):
- Operations: $9,000
- On-Campus or Virtual Event Programs
  - AQ: $10,000
  - WQ: $15,000
  - SQ: $20,000
- Uncapped On-Campus Programs: $28,000
- Promotional Items: $8,000
  - max. $600 per club
- Apparel: $10,000
  - max. $600 per club

The Funding Model was established by CC to ensure that SAF funds are used for the greatest impact on the student body and the focus of club funds remains on campus with accessible programs that create a high impact on UWB. Based on our 22-23 SAF award, CC made several changes to the Funding Model to account for our budget decrease, anticipated increasing demand for promotional items, students’ feedback, requests for more funding toward AQ events, reducing complexity of the apparel process, and university policy changes. At the end of the academic year, CC proposes a final funding model as informed by student feedback in surveys and quarterly club surveys, data from previous years, and identified emerging needs from students. For example, based on student feedback from both last academic year and this current year, CC is actively working on improving its funding processes behind the scenes and expects to roll out improvements to the funding model and allocation process in AY23-24.

We hold weekly meetings where representatives of recognized student clubs present a funding request to support their on-campus programs and events, club promotional items, or apparel items. All funding requests are reviewed according to SAF’s bylaws, especially Section 5
Guidelines for Funding, Section 6 General Criteria for Evaluation Funding Requests, and SAF’s funding principles. CC also evaluates these requests keeping in mind university and department policies, as well as the Club Funding Model.

While establishing our Funding Model for next academic year, CC found it challenging to create an adequate Funding Model based on our current awarded funds. When comparing our current ledger to that of the previous academic year, CC discovered that thus far the amount of allocated funding to clubs has increased by nearly 13 times when looking at the same point in last Winter quarter. With significant increases in residential population, general cost increases due to inflation, as well as clubs’ demand and engagement, CC estimates a need to be awarded at least the amount of the 2021-2022 SAF award in order to operate normally and maintain our current level of support to the student body through clubs’ activities and campus engagement.

TOTAL: $100,000

Facilities & Equipment Rentals/Set-Up/Purchases
We typically request these as part of our programming line, but in anticipation of new costs to use facilities outside of the ARC, SEA will be submitting a separate facilities SAF proposal.

Printing & Photocopying
This is included in the “Programming/Events” category.

Office Supplies
This is included in the “Programming/Events” category.

Food and Refreshment
This is included in the “Programming/Events” category.

Transportation and Travel
This is included in the “Programming/Events” category.

Professional Development
CC is requesting $2,500 to attend webinars, and/or bring in a local specialist to train on conflict resolution, leadership development, creating inclusive team environments, enhancing
peer-to-peer training and facilitation, multicultural competency development, and/or increasing customer service understanding. These are all skills that CC members use on a daily basis.

Promotional Items
This is included in the “Programming/Events” category.

Operations
This is included in the “Programming/Events” category.

Uniforms
This is included in the “Programming/Events” category.

Total Amount (please note the total dollar value)
$219,180

Contact Person Devin T. Phinazee

Contact Email dphinaz@uw.edu

Budget Owner Devin T. Phinazee

Budget Owner email dphinaz@uw.edu