

# 2015-2016 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Monday, November 16th, 2015

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/studentaffairs/safc/safbylaws>

Hearings will occur on Friday, December 4th, 2015 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 Monday, November 30th, 2015 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 Karla Sanchez, 2015-2016 SAF Chair, with any questions or comments at [SAFuwb@gmail.com](mailto:SAFuwb@gmail.com).

Status: Pending  
SUBMITTED BY  
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Nov 16, 2015, 03:11PM PST

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[Required] Proposing Group Black Student Union

(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 Debora Micael

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 [micaeld@uw.edu](mailto:micaeld@uw.edu)/ [dbmicael@gmail.com](mailto:dbmicael@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.  
\*Be sure to check your email regularly as the SAF Committee contacts groups via email.

[Required] Contact Phone 2064348114

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Executive Summary of Your Proposal

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 Black Student Union at UWB would like to sponsor multiple events throughout the month of February for Black History Month. These events will occur weekly with potentially more than one event per week, ranging from plays that express interracial dilemma, to guest speakers that will help our black community on campus learn to cope and heal from 'post traumatic slavery syndrome', a term coined by Dr. Joy DeGruy on the injury and healing that needs to be done from slavery in the United States.

BSU is currently working with faculty and staff to create a curriculum for students that will earn attendees credit through UWB.

**[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).

The need for this program is to celebrate Black History Month through education and interactive dialogue. While we can all attest to how much the U.S has progressed racially, Black History is still something not easily accessible, especially to students through institutions. Throughout the month of February we would like to introduce students to different speakers whom will surely influence them greatly, and different parts of Black, African etc. culture. It is critical for the students on campus to engage in BHM and to create new experiences rather than fixate on redundant BHM curriculums which, although are extremely important, fail to expand the knowledge of post-secondary level students. We, the students in BSU also feel it is our duty as a representative for the black population on campus, to help educate and inspire our peers.

**[Required] Estimate number of students that will benefit from your proposed program/service**

In 200 words or less, please do the following:

--Indicate what the benefits of your proposed program for students will be.

--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.

The Black Student Union has an estimated 45-50 consistent members who attend our weekly meetings. Majority of the students attend UWB, however several members are alumni of the University of Washington, and/or staff and faculty. Each and every one of our members whether black students or allies will benefit from this program, but we will be intensely advertising to allow the campus to benefit from this programming. The purpose is to engage, entertain, and educate through our program. If the initiative follows through as planned, current students can receive credit for attending, which will not only be an educational benefit, but also an academic benefit for every student.

**Additional Information**

N/A

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

**Salary/Wages**

Describe the funds you are requesting in detail below.

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

The funds we are requesting are speaking/performance fees which each group/speaker requires. This is independent from hotel accommodation and transportation (including airfare) which will be included in our total request.

Dr. Joy DeGruy - \$8500 All Inclusive Speaking Fee/Half day Workshop/ Travel/Transportation/Accommodation

Candice Mama - \$2000 All Inclusive Speaking Fee/ Accommodations/ Travel

Speaker on Juneteenth - \$2000 All Inclusive

Platanos Y Collard Greens- Play \$3500 All Inclusive

**Benefits**

N/A

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.

**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.

The funds we are requesting will cover the costs for the events we will be hosting in the month of February for Black History Month; this includes providing airfare for multiple guest speakers, and hosting workshops for PTSS, as well as hosting a play that encompasses the dilemma around interracial love.

We would request an amount of \$16,000. As we understand that this money will not be enough to fund all the events, we will use this money to supplement our budgets from club council and look for inter-departmental partnerships. This will include the travel, transportation, and accommodations.

**Facilities Rentals/Set-Ups**

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. North Creek Events Center costs \$350 and up per event.

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

BSU will submit a separate form for facility rental when appropriate. We will not need funding for facilities rentals/set ups.

**Printing & Photocopying**

N/A

Describe the funds you are requesting in detail below.

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

**Office Supplies**

N/A

Describe the funds you are requesting in detail below.  
Please put total dollar amount of office supplies in the bottom of this box.

Food/Refreshments N/A

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 N/A

Describe the funds you are requesting in detail below.  
Please put total dollar amount of equipment rentals/purchase in the bottom of this box.

Other N/A

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 \$16,000

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.

Transportation Transportation will be out of state. Airfare plus transportation to the UWB from campus.

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

Describe the funds you are requesting in detail below.  
Please put total dollar amount of meals and lodging in the bottom of this box.

BSU will also be providing lodging and meals for travelers that will be partaking in leading our events ie. guest speakers, actresses and actors.

Telecommunications N/A

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.

[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?

BSU plans to assess the program by providing anonymous assessments that require detailed feedback on the event/program. We will have our members also assess the events of the week during our weekly meeting, and then have a cumulative evaluation at the end of the month. This will be done by doing surveys for all attendees.