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.

Status: Pending
SUBMITTED BY
Mai Vo
maivo@uw.edu
Nov 16, 2015, 04:06PM PST

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[Required] Proposing Group	Club Council

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

[Required] Department/Organization	Student Engagement and Activities

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

[Required] Contact Person	Mai Vo

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	uwbclubs@uw.edu

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	4253523518

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.

Club Council is requesting the funding for a central website platform (like Orgsync) where student organizations and clubs can operate from. A central website platform is important because it will help student organizations on campus organize, create better visibility, and showcase UW Bothell's student involvement growth.

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).

Orgsync's contract with the University of Washington Bothell is ending in July 2016. To provide a more concise and inclusive community, Club Council is requesting funds for a central website platform where student organizations and clubs can utilize to manage student involvement, market their student organizations or clubs, and share information with each other.

Orgsync provided the basic functions to effectively organize programs and events on campus during the past 5 years. It has been the central platform representing student involvement on campus and served as a tool to gather interest for UW Bothell student organizations and clubs during. Along with that, Orgsync is also a formal way for users to see statistically how many students and clubs are actively involved on campus.

A central platform is also necessary because this is where many student organizations and clubs review budgets and ask for funding for their programs and events. Student Affairs uses Orgsync to support with fulfilling audit requirements. It would be enormously difficult and cumbersome to track approvals, reviews, and purchases to the standards required by UW without such software.

Club Council specifically uses this platform to manage clubs on campus and to better support them with easy access to forms and files. Club Council also uses this platform to track how many clubs are active versus inactive.

[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.

Essentially this platform will benefit the entire UW Bothell community – specifically students entering and returning as well as student organizations and clubs.

Orgsync currently has 4,186 users with 91 active portals (student organizations and clubs). With UW Bothell's focus on growth in the coming years, we must anticipate an increase in the number users and portals needed to support student involvement. The number of portals and students at UW Bothell impacts the cost for the platform.

The rising number of students admitted into UW Bothell will benefit from this platform because they will be able to go to one central place to learn more on how to get involved on campus. During the past 3 years, the increase of students admitted into UW Bothell also helped increase student involvement. There was a steady average increase of 875 students per year as shown statically on Orgsync by the number of users.

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

Club Council is currently in the process to get student feedback on whether they would like to renew our contract with Orgsync or would like to purchase a new central platform, such as CollegiateLink. In the past 5 years, Club Council has been continuously getting input from students on campus, holding forums and surveys as well as conducting focus groups on OrgSync. Currently, Club Council has two upcoming forums on November 17th and 18th to gather feedback on the platform. It is estimated that Club Council will come to a conclusion on which platform to purchase as informed by the student body at large by the end of December.

Salary/Wages	No answer submitted.

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

Benefits	No answer submitted.

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	No answer submitted.

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

Facilities Rentals/Set-Ups	No answer submitted.

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.

Printing & Photocopying	No answer submitted.

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   No answer submitted.

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   No answer submitted.

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   No answer submitted.

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
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.

Club Council is requesting the amount $97,275. This is the cost of the highest platform, since as stated above, Club Council is still in the process of getting student feedback on which platform to use. A decision shall be made by the end of December as informed by the student body's input. Orgsync's contract is set for 5 years with a cost up to $90,419.92 while CollegiateLink's 5 year contract would cost up to $97,275. Both contracts have options which could lessen the amount (reducing the number of portals, method of payment, removing functions), but should not exceed the above numbers.

[Required] Total Amount Requested $97,275

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   [X] 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   No answer submitted.

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   No answer submitted.

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

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 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?

Club Council intends to continue to have assessments each quarter to review the effectiveness of the platform. If during the contract years where it is found that the platform is ineffective, Club Council will use that information to make another decision on updating or upgrading to a new platform.

Club Council will also continue to review the statistics to oversee the actual numbers of student involvement and growth patterns to help assess how to better utilize the platform. For example, Club Council is currently using OrgSync to track how many club pages are currently active and inactive.