

2012-2013 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Wednesday November 14th, 2012

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/studentlife/safc/safbylaws>

Hearings will occur on Friday, December 7th, 2012 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 Wednesday, November 20th 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 Sumeet Dhanju, 2012-2013 SAF Chair, with any questions or comments at sumeetdhanju@yahoo.com.

SUBMITTED BY

Ty Edwards
tedwards@uwb.edu
Nov 09, 2012, 04:39PM PST

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[Required] Proposing Group Universal Leadership Conference

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

[Required] Department/Organization ASUWB

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

[Required] Contact Person Ty Edwards

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 tedwards@uwb.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 206-819-6514

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.*

Mission:

To empower and support our diverse student population and promote multicultural diversity and educate students about the resources available to help aid their academic and professional success.

Goals and Objectives of the conference:

- Leadership development
- Ethnic, racial, and cultural sensitivity
- Academic success
- Health and Wellness
- Identity development
- Strategies and skills for promoting social justice
- Intercultural communication and understanding
- Women Empowerment
- To encourage Intercultural and Cross-Cultural Communication

The leadership conference will be collaboration between leadership throughout campus as well as off campus. The collaborations on campus thus far include: CEB, ASUWB, Rec and Wellness, HEROS, Diversity Programmers, Diversity and Outreach Recruiters, La Voz De Ella, Latino Student Union, Emerging for Education Excellence, DECA, and DSSA.

With the help from SAF, this will allow students to have the opportunity to participate in two workshop sessions. The workshops include: Leadership development, resume building, financial aid services, International Rescue Committee of Seattle, how to apply for jobs, community building activities, Digital Storytelling by Three Chairs, Nursing 101, Session by Student Life, Women's empowerment, Strategies and skills for promoting social justice, health and wellness, and many more that are currently being developed by student leadership.

Along with educating students about the available resources, we also want to motivate current students to take advantage of the resources on campus for accessing higher education and increase diversity awareness.

During lunch, keynote speaker Sheila Edwards Lange, the Vice President of Minority Affairs at the University of Washington, will be presenting about social justice, diversity, and future opportunities for refugee, international, House Bill 1079, and domestic students in higher education. We will end our conference by having a panel consisting of refugee, international, and domestic University of Washington Bothell students to answer any questions that participating students may have acquired throughout the conference. To finish the day with a little fun, our goal is to bring two Sounders players to our new sports field complex to compete in a soccer game with all student participants.

[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).

Last year, there were many organized discussions around the topic of diversity within the student body with the Chancellor included. Students voiced the need for support and offered suggestions for ways that we could improve the climate on our campus. Many of the highlighted suggestions were around collaboration, unity, leadership, cultural awareness, support for underrepresented student populations, cross-cultural communication, women empowerment and diversity.

This conference is unique because this is student initiated. The conference provides the space for the workshop sessions and the opportunity for the student leaders to fill these sessions with what they feel is for the betterment of the student body and future leaders within the institution. This conference gives the students the full ownership of this project and the opportunity to provide what the students want.

Following the conference, there will be a short 'student experience survey' to help evaluate the conference, and to assess student awareness/experience using the web of resources on campus and what suggestions they have on improving the student experience at UW-Bothell.

[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.

This conference is open to the entire student body at the University of Washington Bothell.

[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?

Following the conference, there will be a short 'student experience survey' to help evaluate the conference, and to assess student awareness/experience using the web of resources on campus and what suggestions they have on improving the student experience at UW-Bothell.

Additional Information

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

Overall Budget
Budget for Voices of Migration Conference 2013

Facilities	
Mobius Hall	\$500
Total	\$500
Food	
Breakfast	\$1734
Lunch	\$1734
Snacks	\$1000
Dinner	\$1732
Total	\$6,200
Marketing	
Posters	\$400
T-shirts**	\$800
Total	\$800
Grand Total	\$7,500

*Used for Workshops

**Price for 20 t-shirts from oooShirts Custom T-Shirt Design Lab (t-shirts will be given to all presenters and members of club Voices of Migration Conference 2013)

Budget per person for Voices of Migration Conference 2013

Participants (120)	
Cost per student	\$63
• Includes:	
o 2- Workshop Sessions	
o T-shirts	
o Breakfast	
o Lunch	
o Snacks	
o Dinner	
o Venue (North Creek Events Center)	
o North Creek Soccer Field	
Grand Total	\$7,500

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

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

\$15,000
to cover the cost of:
*Activities
*Cost of big named guest speakers and sessions (transportation, etc...)
*Will also be having the cultural performers from the "Day of the Dead Event" perform

Facilities Rentals/Set-Ups \$500 to put towards reserving Mobius Hall
* We will do outreach to cover the remaining cost.

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

Printing & Photocopying \$800 for Marketing and T-shirts for participants/staff

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

Describe the funds you are requesting in detail below.

Please put total dollar amount of food/refreshments in the bottom of this box.

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>

Food and Beverage

Breakfast	\$1734
Lunch	\$1734
Snacks	\$1000
Dinner	\$1732
Total	\$6,200

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.

Transportation \$600 to provide transportation to students who need it. Can arrange pick-ups at centralized locations.

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.

Security No answer submitted.

Describe the funds you are requesting in detail below.

If you would like an estimate, please contact UWB Security.
425-352-5359

Please put total dollar amount of security 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.

Other No answer submitted.

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 \$23,100

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, December 7th, 2012 and someone from my group will be available to attend a brief hearing scheduled during that time frame.