SAF Annual Proposal Form for the 2018-2019 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 13, 2017 until 5:00pm on January 11, 2018. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean “fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs” of their particular institution. These funds will be available for the 2018 to 2019 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 2, 2018 and February 9, 2018. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: http://www.uwb.edu/studentaffairs/safc/safbylaws. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 13, 2018. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.

The submission window will be open on Monday, November 13, 2017.

Questions? Please contact the SAF Committee, at SAFuwb@gmail.com.

Information to Know Before Submitting Proposals
1. Read Guidelines for Funding/General Criteria for Evaluating Funding Requests before you decide to submit a request (http://www.uwb.edu/studentaffairs/safc/safbylaws).

2. Services and Activities Fees may not be used in support of credit-bearing courses.

3. If you plan on requesting food in your application, please familiarize yourself with the University Food Policy.

4. Please note that the committee cannot fund more than you request (with the exception of benefits associated with salaries or wages, which are set annually by the state and university). If there is a submission error, the committee cannot make any changes and will base their decision on the initial request only. Additional forms/attachments will not be accepted.
SAF Annual Proposal Form

Question 1. *(Indicates a required field)*

Proposing Group

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

| Achieving Community Transformation (ACT) |

Question 2. *

Department/Organization

(i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)

| Community-Based Learning and Research (CBLR) |

Question 3. *

Contact Person

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

| Mariama Jawara |

Question 4. *

Contact Email

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

Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

| mjawara@uw.edu |
Question 5. *

Contact Phone

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

4253523991

Question 6. *

Faculty/Staff Member

Please discuss your request with a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) before submitting your request and include the name and title (i.e. John Smith, Club Adviser) of that individual. IMPORTANT: This person will also be listed as the budget owner.

Shauniece Drayton

Question 7. *

Faculty/Staff Member Email

Please provide the email of the faculty or staff member you discussed your request with. Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation.

sad23@uw.edu

Question 8. *

Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding. How does your proposal support the 21C initiatives?

Please reference the University of Washington Bothell's 21st Century Campus Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives:
http://www.uwb.edu/21stcentury

Achieving Community Transformation (ACT) Lead student positions foster collaboration between UW Bothell and the community through planning community engagement projects and civic engagement events for students to take part in. ACT’s mission is to support an ongoing dialogue between campus and internal/external organizations to provide opportunities for service, civic engagement, and social
justice based on cultivating passion and the understanding of community needs. Events ACT will continue to plan could include, MLK Programming, Alternative Spring Break, Voter Registration, an Equity Workshop, a post-graduation service panel, Thanksgiving service project, and other community benefit activities. In planning these activities, the ACT Leads will collaborate with multiple community organizations in the Bothell and surrounding areas, in addition to multiple on campus organizations and offices at UW Bothell to create a more inclusive, involved, campus community and environment. ACT Leads will also conduct site leader trainings and facilitate reflection activities for fellow students. Students participating in these positions will take the lead role in coordinating some of these events, and gain valuable experience in building relationships with on and off campus partners and organizations, which will prepare them for success in their careers. In addition to regular programming, ACT students will host quarterly outreach programs on campus to raise awareness about ACT and be available to talk in person about our service and civic engagement events with students.

ACT and its activities are programmed with the 21st Century Initiatives in mind. Growth: ACT allows current students to interact with the community and through the service opportunities. Students help create an image for UW Bothell that will encourage potential future students. Resourcefulness: ACT represents a resourceful partnership between CBLR and multiple internal offices/organizations. Some of the organizations ACT has partnered over the years are: Student Engagement and Activities, SJOs, OWLs, HEROs, ASUWB, Diversity Center, Students Affecting Change, SPEP, faculty, and Cascadia Student Life. ACT acts as a bridge between the offices and other student organizations within UW Bothell and Cascadia College pooling together resources and creativity to offer students opportunities for their community. Diversity: Programs organized by ACT Leads revolve around subjects of environmental justice, social justice, and civic engagement. These programs educate students on social justice issues and how those intersect with service. ACT programming also aims to increase students’ self-awareness of identities and multicultural competence. Examples of these are organizations like Youth Migrant Project (organization that works with migrant farm families in the Skagit Valley), the Alyssa Burnett Center (ability/disability), and Threads and Treads in the Northshore School District for MLK Programming. Students-centered: ACT’s service opportunities for students can be stress relieving, entertaining, and a chance for students to learn more about themselves and the world while giving back to the community. Alternative Spring Break is a large scale event that is student run by site leaders who are trained by ACT to be able to lead service project events that work with community partners. Putting the events into the hands of student volunteers gives students a sense of ownership of the event which gives them the opportunity to be more involved and invested. Community: By involving students with a wide variety of community partners throughout the community, ACT Leads enable students to give back to community resources they once used or benefited from and strengthen the community. In addition to planning ACT events and service projects, ACT assists other student organizations and offices that wish to collaborate with external community organizations. Innovation: ACT allows for innovation brought by each individual member to shape the programs. Collaboration with other offices and students volunteers allows for many ideas to be voiced and recognized. Sustainability: ACT works with environmental community partners such as Friends of North Creek Forest, 21 Acres, SAgE Farm, the Sustainability Organization and the UW Bothell Wetlands to educate students in human, agricultural, and environmental sustainability and give students a hands-on opportunity to experience.

Question 9.*

Need for this Program/Service
In 200 words or less, please do the following:

- Describe the need for this program or service. Explicitly describe how does this program directly and indirectly benefit our community campus?
- If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, please provide that information here.

- ACT works to provide opportunities for students to interact within the community. The service activities that ACT provides give students a broader worldview by engaging them with cultures, ideas, and communities similar and different from their own. Students can explore vocational interests through participating in service projects. Students have expressed satisfaction, gratitude, and praise for previous years’ ACT programs and interest in future community engagement programs.

- Alternative Spring Break (ASB) is a student led initiative that gives students the opportunity to take part in educational service projects during their scheduled spring break. ASB encourages active citizenship by providing service opportunities addressing issues within the community. In 2017 ACT worked with 4 community organizations within one week with a total of 38 student participants. In a survey given to students, feedback was overwhelmingly positive. Most students agreed their perspective shifted around social or environmental justice issues that were relevant to the community organization they served. Almost all students who participated agreed the reflections gave them a larger understanding of their impact on the community they served, they were introduced to volunteer opportunities for future projects, and all students enjoyed the events they participated in for ASB.

**Question 10.**

New Request or Previously Funded

Has this request been funded in the past? If yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations.

This program has been previously funded by SAF.

**Previously funded:**

- Salary/wages for 3 ACT leads
- Salary/wages for 1 ACT advisor
- Programming
- Food/refreshments for ACT training
- Promotional items
- Office supplies
- Printing and photocopying
- Professional development 3 ACT leads
- Professional development 1 classified staff
Question 11. *

Estimate number of students that will benefit from your proposed program/service.

In 200 words or less, please do the following:

- Indicate the benefits of your proposed program for students.
- 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.

We propose the 2018-2019 ACT team will plan at least 3 large scale events; MLK Programming, Alternative Spring Break, and a spring quarter event. Additionally ACT will host at least 3-6 smaller scale events such as trainings, workshops and smaller service projects. Three ACT Leads will train between 5-8 student site leaders throughout the academic year for Alternative Spring Break. The larger annual service projects benefit an average of over 100 UW Bothell students each and the smaller service projects are estimated to benefit 15-20 UW Bothell students each. For each event ACT Leads will conduct pre-, during, and post reflection activities with students to establish a connection between the service project and themselves.

Question 12. *

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 you track how the event/program/service went? How would you track how successful it was and what you could change in the future?

ACT Leads use reflection activities and surveys to assess program satisfaction and learning outcomes. ACT Leads also utilize registration information such as class level, major, etc. to assess the reach of the program amongst the student population. This current year, the ACT Leads are diligently using last year’s post survey results to improve upon ACT events and decide how to make events more successful and impactful.

Question 13.

Additional Information
Question 14.

Salary/Wages

Describe the funds you are requesting in detail below. Benefits will be calculated on the spreadsheet accordingly. Please detail the number of positions, hours per week/salary, salary, etc. If there are differences or distinctions in positions, please explain. Please show your math; for example: (1 student working X# hours per week at $X per hour for X weeks).

**ACT Service Leads: (3 ACT Service Leads)**

**September 1st, 2018-December 31st, 2018 (17 weeks)**
- 14 hours/week x $15.45 = **$216.30 per week for 17 weeks = $3,677.10 * 3 = $11,031.30**
- $15.45 per hour September 1st, 2018-December 31st, 2018 (17 weeks)
- Benefits student hourly 20.7% = $2,283

**January 1st 2019-May 31st, 2019 (22 weeks)**
- 14 hours/week x $16 = **$224 per week for 22 weeks = $4,928 * 3 = $14,784**
- $16 per hour January 1st 2019-May 31st, 2019 (22 weeks)
- Benefits student hourly 20.7% = $3,060
- **39 weeks total** (Sept 1st 2018- May 31st 2019) = **$25,815.30**
- **Total salary $25,815.30 plus benefits 20.7% = $31,158.30**
- Benefit load rate 20.7%, $5,343 ($25,815.30 + $5,343 = $31,158.30)

**Total for ACT student salaries including benefit load: $31,158.30**

**ACT Service Leads Description:**
The 3 ACT service leads will be moving from a stipend pay model to an hourly pay model for the 2018-2019 academic year. ACT service leads will be required to work an average of 12 hours per week for a total of 39 weeks. Duties include office hours, meetings with team and partners, ACT events, and additional trainings. During peak times such as training, MLK programming, and Alternative Spring Break students hours will increase significantly anywhere from 19.5 hours (during classes-24 hours per week (during breaks). Surrounding weeks hours may decrease anywhere from 5-10 to make sure we are still within budget. ACT student leads hours fluctuate due to high programming times and slower programming times.

**ACT Advisor:**

**August 1st, 2018-September 17th, 2018 (7 weeks)**
- 25 hours/week x $21.39 = **$534.75 per week**
- $21.39 per hour
• 7 weeks (Aug 1st 2018-Sept. 17th 2018) = $3,743.25
  • Benefit load rate 40.1% = $1,501 ($3,743.25 + $1,501 = $5,244.25)

September 18th, 2018-June 28th, 2019 (41 weeks)
  • 25 hours/week x $22.47 = $561.75 per week
  • $22.47 per hour
  • 41 weeks (Sept. 18th, 2018-June 28th 2019) = $23,031.75
  • Benefit load rate 40.1% = $9,236 ($23,031.75 + $9236 = $32,267.75)

Total for ACT Advisor salary including benefit load rate: $37,512

ACT Advisor Description:
The past academic year ACT has been supported by a part-time program coordinator position at 25 hours a week. Based off of the amount of training and support ACT needs to do event programming, and education/awareness workshops, we recommend keeping a 25-hour a week advisor. The advisor will work 48 weeks in order to ensure a smooth transition between years. The ACT advisor will be in charge of the hiring process for the next year as well as need time in the summer to prepare for training ACT leads in September. It would be extremely difficult to reach students and provide the resources and community based learning opportunities to students without having an advisor to help guide us in our work. The salary calculations are split up above into 2 sections as there will be a 2 step increase in pay on the 1 year work anniversary (September 18th 2018) of the ACT advisor in this position. Advice on this was taken from Devi Sandhu in HR at UW Bothell.

Grand Total for salaries and wages including benefits load rate: $68,670.30

Question 15.

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. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. Please put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

• $2500 for MLK Programming (includes food, facilities, equipment, decorations, transportation, and guest speakers). Food is important to provide for students when doing extended (all day) service projects in order to complete the service projects and fully engage with the community.
• $3000 for Alternative Spring Break (includes food, transportation, equipment, and lodging for overnight stay)
• $1,000 Spring Event (Volunteer Local Fair or Equity Workshop)
• $600 for additional programming/smaller events (such as clothing, food drives, hosting partners on campus for workshops, and smaller service projects).

Total= $7,100
Question 16.

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. If you need assistance with estimated costs, please speak to a staff/faculty member. Please put total dollar amount of facilities in the bottom of this box and on the spreadsheet.

Facilities Rentals/Set-Ups are included in programming costs.

Question 17.

Printing & Photocopying

Describe the funds you are requesting in detail below.

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

$300 (site leader packets, marketing, agenda, meeting notes, thank you cards, certificates, flyers, and posters)

Question 18.

Office Supplies

Describe the funds you are requesting in detail below.

Please put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.

$200 for supplies for the academic year:

• Name tags
• Large posters
• Sticky notes
• Binders
• Pens
• Folders
• Note pads
• Card stock
• Markers
• Expo markers
• Poster board
• Thank you cards

Question 19.
Food/Refreshments
Describe the funds you are requesting in detail.
Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this link: https://www.uwb.edu/finance/food-approvals

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 ensure that you are in compliance with applicable per diem rates for meals. The per diem rates are available at the following link: http://finance.uw.edu/travel/meals#perdiem

Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

$448 for ACT Student Leaders initial training (8 days, $14 per person, 4 people including ACT Advisor)

Question 20.

Equipment Rentals/Purchase
Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

Please put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.

Equipment Rentals/Purchase are included in programming costs

Question 21.

Transportation
Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

Transportation is included in programming costs.

Question 22.

Meals and Lodging for Travel
Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at the following link:
http://www.gsa.gov/portal/content/104877
Please note that hotel bookings are typically done through the University.

Please put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

| Meals and Lodging for Travel are included in programming costs. |

**Question 23.**

**Operations**

Describe the funds you are requesting in detail below.

Please put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet.

Phone lines should be calculated at $10 per line per month.

[https://itconnect.uw.edu/service/campus-telephone-services/](https://itconnect.uw.edu/service/campus-telephone-services/)

| **$8.70 per month** for one phone line (12 months x $8.70 a month)= **$104.40 total**  
A phone is necessary for ACT to stay in contact with external and on-campus partners, having a professional phone number would allow the partners to reach ACT (and vice versa) directly instead of calling personal cell phones which get poor service in the office.  
| **General ACT business cards : **$40  
Business cards would be beneficial for ACT to have when working with community partners and organizations on campus. When tabling and meeting new collaborators, ACT can simply hand people business cards which provide tangible information for others.  
| **Total = $104.40 + $40 = $144.40** |

**Question 24.**

**Other**

Please include any other expenses that don't fall under any of the above categories in detail. Please distinguish between “training” and "professional development" dollars here. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

| **$400** Promotional Items (T-shirts, Pens, Bracelets, and Journals) Promotional items will allow ACT to gain recognition on campus about their organization and be able to effectively reach more students.  
| **$600** A professional development fund for 3 ACT Leads + |
$300 A professional development fund for 1 Classified Staff to gain more experience in development opportunities to help other students (site leads/ACT Leads) with their leadership roles.

Total: $1,300

Question 25. *

Total Amount Requested

Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.

$78,163

Question 26. *

Terms and Conditions

By submitting this application, you are agreeing to the terms and conditions below:

- I have read and agree with the terms and conditions of the SAF Bylaws: [http://www.uwb.edu/studentaffairs/safc/safbylaws](http://www.uwb.edu/studentaffairs/safc/safbylaws)

- I understand that late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.

- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 2, 2018 and Friday, February 9, 2018. Someone from my group will be available to attend a brief hearing scheduled during that time frame.