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.)

Associated Students of the University of Washington Bothell (ASUWB)

Question 2. *

Department/Organization

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

Student Engagement and Activities

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.

Hussain Altamimi

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.

asuwbops@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.

360-771-5949

**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.

Sam Al-Khoury

**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.

Sea2@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

We, the Associated Students of the University of Washington Bothell, are the official representative voice for all students within the University. We exist to empower our student body through: serving as a liaison between the students and faculty, staff, alumni, and administration; and diligently Serving with integrity, honor, and enthusiasm while always
aware of our University’s proud tradition of academic excellence. Since its creation in 2005, ASUWB has grown from a total of a body of five officer positions, to a current total of 16 officers. The University of Washington Bothell has grown to over 5,000 students. The effect of these numbers tasks ASUWB with representing a rapidly increasing student body. Each year, ASUWB officers are required to fulfill an increased amount of responsibilities including, but not limited to; participating in more university committees; advocating for more student concerns, issues, and needs; communicating with faculty, staff, and administration; and disseminating information on student opportunities (i.e. Scholarships, events, workshops, job openings, leadership development, official university news, and pertinent city, county, state and federal legislation). Each member of ASUWB is responsible for managing programs such as Holly the Husky, Student Supply Tables, Student Academic Enhancement Fund, Campus Food Trucks, Student of the Month Awards, Washington Students Association Membership, Student Discount Program, as well as a multitude of events and other programs. Student government officers are required to attend every meeting of the board, hold weekly office hours, and develop relationships with student organizations while constantly upholding a high level of professionalism. As the campus community continues to grow, each officer has a consistently increasing responsibility to best represent their constituents. We have established and are striving toward an ambitious set of goals for our team to ensure we continue to serve students in a professional and effective manner. In order to achieve our goals, we have created a series of objectives to strengthen the power of the student voice by advocating for its presence in University decisions. We are committed to strengthening our connection with students by making our organization more accessible, transparent, and approachable. We actively participate in student discussions to listen, and ensure that our goals and objectives align with the needs of the student body. Additionally, we strongly advocate for access and affordability to higher education by fighting for college affordability, capital investment, community well-being, civic engagement, campus diversity, veteran services, and transportation

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.
specially positioned to represent students and advocate students because it is an autonomous organization comprised of elected student representatives. Examples of our successes and work include but are not limited to expanding dietary options on campus through our food truck program, new items available for purchase in common grounds, and our newly introduced food program Peach. We have also worked to lower costs for our students by creating partnerships with local businesses securing 10, 15, and 20% discounts for our students in more than 40 local businesses. Currently with the help of SAF funds we are working to develop a student discount phone app that will increase student awareness of our student discounts and bring an array of features such as geo-location, dietary friendliness ratings and descriptions of the businesses. These are just a few of the many services that ASUWB offers and advocates for.

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.

The Services and Activities Fee has funded and been the sole funder of the Associated Students of the University of Washington Bothell since its original inception. And in addition to the ASUWB SAF funds similar groups such as the campus events board and the social justice organizers. Overtime the ASUWB has grown and evolved to meet the increasing needs of students as a result the scope the ASUWB’s mission has expanded. Although there has been considerable reconstruction this past year, we are replacing our old positions with new positions. As a result, we are eliminating the senate and elections chair and reorganizing the Director positions and titles. We are using the new free labor hours from eliminating the senate and elections chair to create new positions as staff assistants, this allows us to save slightly on labor hours. We are also instituting the student project program, which serves to allow for dynamic hiring to increase the technical capabilities of the ASUWB and also provide additional labor in areas that are lacking such as our technical capabilities.

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.

The entire student body stands to benefit from our programs and services. The ASUWB is the sole representative organization on campus for the student body that serves to advance and enhance the
student experiences. We carry a unique mandate in that we are elected by the student body of the University of Washington Bothell.

Benefits the ASUWB brings to the student body is its unique position as the elected representation of our students that pay the fees that fund us. We are all required to hold office hours and are directed to work to enhance the student experiences. Because of our mandate we have the moral authority and organization to represent our students on the school committees that guide the future and development of UW Bothell. In addition to representation we run programs such as the table supply program that provides students with school materials such as, staplers, tape, hole punchers, and other needed supplies. We also schedule and choose the food trucks on campus providing increased food options and lower costs for meals, while keeping in mind dietary restrictions. We cultivate information and poll students to find their priorities and we advocate for them. And we respond to emergency situations such as the lack of a commencement speaker that our students want.

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?

Every member of student government is required to document their accomplishments on a weekly basis and upload their individual and team achievements to our meeting minutes. Members also write and publish quarterly reports that are available to the general public to read, and in addition there are presidential reports that directors write at the end of every week, this allows our President and Vice President to ensure our organization is effective at advocating for and enhancing the student experiences. We have also grown our data tracking efforts, we are in the process of creating benchmarks for our programs. An example of this is the new tracking of our supply tables, previously the Director of Business Operations that were in charge of the Supply Tables, did no such data tracking, whereas currently have created an excel document to track metrics such as their utilization, refill rate, cost, mindshare, and satisfaction. This is a directive that we are expanding to all of our programs, another example of this is the food trucks, where we track the dietary friendliness rating, avg. Estimated ticket price, avg. Tickets sold and student satisfaction. If our programs are successful we look to expand them or look for efficiencies to improve on them.

Question 13.

Additional Information

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

President 1 * 19.5hrs * 48wks * $18.85 * 20.7% = $21,296
Vice-President 1 * 19.5hrs * 48wks * $18.08 * 20.7% = $20,426
Directors 5 * 19.5hrs * 48wks * $17.56 * 20.7% = $99,192
Student Relations Assistants 2 * 10hrs * 40wks * $16.53 * 20.7% = $13,224
Student Ambassadors 2 * 10hrs * 40wks * $16.53 * 20.7% = $13,224
Parliamentarian 1 * 15hrs * 48wks * $17.56 * 20.7% = $15,260
Treasurer 1 * 10hrs * 40wks * $16.53 * 20.7% = $6,612
Outreach Assistant 1 * 10hrs * 40wks * $16.53 * 20.7% = $6,612
Student Project Program 400hrs * $16.53 * 20.7% = $6,612
Holly the Husky 40hrs * $16.53 * 20.7% = $798
Olympia Intern $6,000 * 20.7% = $7,242 over the legislative session. (Length changes on legislative session).

**Total:** $220,079

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.

<table>
<thead>
<tr>
<th>ASUWB Elections $2,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Husky Huddles/ Student Town halls $500</td>
</tr>
<tr>
<td>SAEF Presentation/ Spring Signature $500</td>
</tr>
</tbody>
</table>

**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.

N/A

**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.

| Printing Photocopying $4,000 |
| Marketing $2,000 / 3 quarters = $666.66 per quarter |

**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.

| Campus Supply Tables $700 |
| ASUWB General Office Supplies $500 |

**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](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](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.

| N/A |

**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.

| N/A |

**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.

- Board of Regents Meeting (a) UW Seattle: $30/trips * 1 trip/month * 11 months = $330
- Tri-Campus Meeting: $50/trip * 2 trips = $100
- Meeting with Central Administration (a) UW Seattle: (average) $30/trip * 4 trips = $120
- PAC’s: $30/trip * 5trips = $150
• Olympia: (average) $55/trip * 10trips/year * 2 vans = $1,100  
• WSA ground transportation $100/trip * 1 trip/month 12 months- $1,200  
**Total:** $3,000

**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](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.

**Annual Conference:** 5 Directors + VP/P + Advisor => 8 x $1,500 = $12,000

**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/)

N/A

**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.

• SAEF (Student Academic Enhancement Fund): $30,000
• Emergency Fund: $10,000 for unforeseen circumstances and WSA membership, we estimate $4,271 of that will go to WSA membership if we decide to renew.
• Holly Supplies and Maintenance: $500
• ASUWB Training: $5,000
**Total:** $45,500

**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.

$ 294,049

**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.