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.)

Parent Union

Question 2. *

Department/Organization

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

Student Clubs

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.

Rebecca Diamond

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.

rjdk@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.

269-366-0822

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.

Alice Pederson

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.

alice.pederson@gmail.com

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

**Executive Summary**

The Childcare Assistance program is a financial need based program that will support University of Washington Bothell (UWB) students with the high cost of childcare in the
state of Washington. The program will increase the possibilities of a higher education to nontraditional students who have different needs and priorities. By providing a childcare assistance program, SAF will increase growth, resourcefulness, diversity, student centeredness, community, innovation and sustainability at the UWB campus. The program reflects the 21st Century initiative and Student Activities bylaws in the following ways:

**Growth:** UWB is expanding at an exponential rate with a current enrollment of 5,995 students. For parenting students, childcare assistance is a main factor towards their decision of which University to attend. Parenting students decide to either go to community colleges that provide childcare assistance support or the UW Seattle campus for that reason. According to The Student Activities Fee (SAF) committee of The University of Washington Seattle Campus, SAF provides resources and financial support towards childcare. At UWB Parenting students have been paying SAF since 2012 without being able to fully benefit from the resources available or the option of being provided the financial assistance to make their education experience easier. After last year’s SAF request, UWB SAF was able to grant $105,000 for the continuation of the CCAP pilot program. The program continues to grow and provide opportunity for UWB parenting students, through our pilot we have been able to see and implement necessary alterations so it best suites the student needs. Including providing more aid per student, providing aid for multiple children in a family, as well as providing summer aid.

1. **SAF in UW Seattle:** In a report by Brian Davis, SAF in Seattle assists with 98.8% of the financial childcare support for students at their campus. Diana Herman the Parent Resource Coordinator of the UW Seattle Campus informed us of the $1,400,000 received from SAF in 2016 towards their childcare assistance program. Which is continuing to grow in grants and childcare facilities.

1. **SAF in UW Tacoma:** Brian McQuay who works for student engagement and was a member of the Tacoma SAF committee 2015 year, stated that SAF funded $75,000 towards fulfilling the need of 50 - 60 students last year. UW Tacoma is a slightly smaller campus then UWB and yet they understand the needs of their parenting students, and continue to support them.

1. **SAF in UWB:** In 2015 at UWB SAF charged students $89 per quarter (based on childcare. Parenting students have been paying SAF since 2012 without being able to fully benefit from the resources available or the option of being provided the financial assistance to make their education experience easier. After last year’s SAF request, UWB SAF was able to grant $105,000 for a pilot program. The program has showed growth and possibility for parenting students, it must continue to grow and be implemented to show continued support from SAF to parenting students.

Both Seattle and Tacoma campuses have received state funds towards childcare because their SAF financially contributes towards students cost of childcare. This year
UWB has also received a $2,500 federal grant because of the SAF funds towards childcare assistance and will continue to receive these extra funds for resources for parenting students as long as the school continues to contribute financially to the success and accessibility of parenting students through CCAP.

**Resourcefulness**: At the moment, UWB provides a writing center, quantitative center, advising, career center, library and more! However, parenting students cannot have equal access to this resources due to the lack of childcare assistance. With the Childcare assistance program students will not only benefit from using the resources in place that enhance their education and academic achievement, but it will also allow them time to benefit from the resources that offer extracurricular activities. This includes time for relaxation and relief of anxiety through use of the gym, the game area in the ARC building and club involvement on campus.

**Diversity**: UW Bothell is one of the most diverse public universities in the state of Washington. inclusiveness of all, without excluding non-traditional student’s age, gender, religion, ethnic background or family status. Parenting students bring perspective into UWB classrooms, through their experience, responsibility and commitment. Without the Childcare Assistance Program parenting students are not able to equally access UWB and are not equally represented on our campus. They may be forced to drop their classes and possible take longer to graduate. This goes directly against the inclusiveness of the diversity action plan.

**Student Centeredness**: An assessment of the success of an institution of Higher Education is its rate of student retention. This is very difficult for parenting students without support of childcare. The Childcare Assistance program is for our students and supports their retention at UWB. SAF is funded from the students and it is only fair that SAF use this money towards all students including parenting students, especially if it is a need for their academic achievement.

**Community**: One thing that our campus seeks on improving is community. The Childcare assistance program would allow parenting students to be able to become a stronger participant in this community. By providing assistance, students can afford to spend more time on campus. In a broader sense, if our campus provided more assistance towards childcare needs UWB would be making a statement to the community of the city of Bothell that this campus is committed to the health and welfare of the community as a whole.

**Innovation**: A childcare Assistance program will promote innovation by the fact that parenting students will have more time to connect with faculty. If UWB promotes supporting parenting students, the community will learn of this initiative and will want to create partnerships with the school on making education possible to all type of students. One of those partnerships that has been pursued is with the Northshore YMCA which set precedence by providing event childcare for the Parent Union event in the
2016-2017 academic year. The Parent Union has also created relationships with surrounding childcare facilities such as Bright Horizons and has made accessible sick child care. Financial assistance directly impacts the potential community expansion prospects that will positively influence Bothell. The financial support also supports new innovative teaching methods for faculty such as more web based programs or classes.

**Sustainability:** According to the American planning association childcare is a main reason for making sustainable choices in many communities. Working parents are always looking for childcare that is affordable, convenient and trustworthy. If SAF agreed to the Childcare Assistance initiative UWB parenting students could afford to pay for good quality childcare and make more sustainable choices about transportation because of the ease of the financial burden of childcare.

The Childcare Assistance program is the perfect initiative for SAF to take initiative and Student Activities Fee bylaws. It not only reflects the initiative, but it is in accordance with the SAF bylaws section 5 number 6 which states that we can request funds specifically for “cost of childcare for children of currently enrolled UW Bothell students who are participating in UW Bothell UWB students with the high cost of childcare. The program will increase the possibilities of a higher education to nontraditional parenting students who have different needs and priorities. By providing a childcare assistance program, SAF will increase growth, resourcefulness, programs held on the UW Bothell financial need based program will support diversity, student centeredness, community, innovation and sustainability at the UWB campus. This program Part of the Diversity action plan of 2015 includes finding childcare so SAF would not only be supporting campus initiatives and SAF bylaws section 5 it would also be supporting the diversity action plan.

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**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.

According to Margarita Naumchik at the UWB financial aid office. A survey was taken in 2014 to 385 students who claimed dependents on their FAFSA application. 105 of those students responded to the survey, 45% reported that they...
did not have childcare due to the costs and lack of funding. In December of 2015 The Parent Union conducted another survey and 192 students responded and claimed dependents. Naumchik says CCAP had been in place since 2005 until funding was cut in 2012. During that time, the financial aid office had been able to support over 100 students. For many of these students, any significant contribution in childcare assistance can mean a difference between attending UW Bothell or not. Many students must choose between attending fulltime and receiving financial assistance for UWB tuition or attending part time at the cost of financial benefits due to lack of childcare.

This is also an issue of gender equity as most childcare is left to the mother in the family. If we are committed to social justice and gender equality on campus we must provide support for the demographic that is most often left with the care responsibilities and consequently the economic disadvantage.

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 running for the last two years receiving $105,000. We have increased the use of funds over the two years of piloting the program, this year nearing $80,000 as we tailor the program to fit the student body better. We have gone through a series of changes of the last year. We have increased the amount students receive, began assisting with multiple children families, and are offering funds during the summer. We would like to continue to increase the amount of funding students may receive to ensure the full use of the funds and maximum assistance to students. In accordance with standard costs of childcare we would like to provide from 50%-80% of childcare costs based on funds availability. In King county costs vary as the following;

Infant: $966-$1,456
Toddler: $919-$1,274
Pre-K: $776-1,079
School-Age: $585-$607.

We request the amount of $110,000 to continue supporting and expanding support for students. We hope to grant students anywhere from 50%-80% of their childcare costs through CCAP in the 2018-2019 Academic year.

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 is benefitted by this program as well as the entire community of Bothell and larger than that UW as a University is seen as a more equitable and accessible school due to its financial support of parenting students through CCAP. Parenting students contribute invaluable work ethic as well as life experience and perspective in the classroom. When parenting students succeed we succeed as a community and society. We set up future generations for success by providing assistance for their early childcare and development programs.

Our survey in 2015 indicated that 192 students have dependents and our enrollment has grown much since then. 15 students are currently receiving aid through CCAP and 8 new students have applied this quarter. We are nearing the use of $80,000 for this school year. The continuation of this program will contribute to UW’s student retention and to the UWB intellectual community broadly.

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?

At the Seattle Campus, the allocation of funds towards students is decided and administered by The Parent Resource Center Coordinator Diana Herman. However, SAF created policies to administer how the funds are distributed. Therefore, this idea is suitable for the SAF committee in the Bothell campus if desired.

If not, the financial aid office would be more than happy to continue to take upon the responsibility. This is the way they would accomplish it according to an agreement between the SAF committee of 2016/2017, The Parent Union officer Rebecca Diamond and Margarita Naumchik with the financial aid office:

Applicants for the CCAP fund must meet the following conditions:

- Be a matriculated UW Bothell student
- Enroll in a minimum of 9+ credits for undergrad, 8+ credits for graduate
• Maintain satisfactory academic progress above a 2.0
• Must be the legal custodial parent of the child, and the child must reside more than 50% time with the student-parent
• The child care provider must be licensed by the state of Washington.
• All parenting students who meet the above qualifications are encouraged to apply to the program with priority given to students who have financial need as determined by the FAFSA application requirements.
• It is not necessary to apply to FAFSA.
• You don’t have to be a U.S. Citizen to apply to the childcare assistance program.
• The funds will be distributed as needed per quarter up to $1,500 per student or up to 80% of their childcare costs, summer quarter may be covered if funds are available from the academic year.
• The student may be eligible for extra funds if they have multiple children in care.

Funding levels are based on age range. The chart below outlines the funding class for each age range. Priority funding will be considered for the Infant to preschool level and aid will be disbursed on a first come first serve basis until the funds are completely allocated during fall, winter, spring and summer quarters (with priority given to low income qualifying student’s children).

Part of the assessment will be a complete application: the application form, a copy of child care costs, and a copy of the child care provider license. The verification will be receipts of the costs paid to the child care and the student is making satisfactory academic progress (SAP).

According to childcare aware of Washington the average costs of childcare within king county are as follows;

**Average Annual Costs**  wa.childcareaware.org

Infant: $11,592-$17,472

Toddler: $11,028-$15,288

Pre-K: $9,312-$12,948

School-Age: $7,020-$7,284

Question 13.

Additional Information
The CCAP program has made enormous strides in bringing equitability to the UWB Campus. This program supports the Diversity action plan as well as the mission and goals of the campus to serve a non-traditional student body. Over the last two years of piloting the program the Parent Union has worked to expand resources for parenting students on campus and has continued work towards finding childcare for UWB parenting students. We have reached out and made community partners through the continued relationship building with the YMCA as well as Bright Horizons and other childcare partners. We strive to keep the CCAP program current in regards to costs and needs of the students it serves. We hope you will continue to support our parenting students and our mission.

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).

N/A

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.

$110,000

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.
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.

| N/A |

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.

| N/A |

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.

N/A

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.

N/A

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/

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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.

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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.

$110,000

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.