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.)

Club Council

**Question 2.** *

Department/Organization

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

Student Engagement & 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.

Jenny Nguyen

**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.

uwbclubs@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.

425-352-5264

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.

Carla Christensen

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.

carla24@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

Club Council is a student organization dedicated to governing, supporting, and administering the recognition, funding, and operation of all student clubs on campus. Club Council is requesting funding for administrative and programming expenses on behalf of these clubs. This proposal includes:

- Club Council salary for 6 student leaders who guide officers and members of clubs to achieve their clubs’ vision, mission, and goals;
- Programming funding for student clubs to host successful events;
• Conference funding for all members of Club Council to participate in a leadership conference to further our development and skills which enhance the ability to guide club leaders at UW Bothell.

Club Council is dedicated to empowering students at UW Bothell by promoting, recognizing, and integrating diverse interests to build unity on campus. We strive to create a positive and inclusive environment by supporting clubs, connecting them to campus resources, and guiding them through university processes for club success.

The work of the Club Council and clubs directly supports all the elements of the **21st Century Campus Initiatives**, but focuses most directly on the following: Student-Centered, Growth, Diversity, and Resourcefulness.

**Student-Centered:** Club Council works hard to promote getting involved on campus because of the rich experiences that can be gained from joining a club or student organization. Additionally, all of the clubs on campus are student run and student led further enhancing their student experience. Studies show that students involved in co-curricular experiences are likely to be more satisfied with their educational experience and do better academically.

**Growth:** As our student population continues to grow and change, so does student demand for leadership opportunities, events & activities, and co-curricular experiences, all of which are supported through Club Council and the club experience.

**Diversity:** Clubs comprise a wide array of missions and goals affording a variety of involvement opportunities. Further expanding the opportunities for involvement included many underrepresented populations, participation in clubs provides an opportunity for increased campus connection leading to an increase in recruitment and retention endeavors.

**Resourcefulness:** Club Council works with students to become good stewards of finances as they develop programming that is a fiscally responsible allocation of funds to clubs grounded in SAF bylaws.

**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.
Club Council, in partnership with Student Engagement & Activities, provides club members the opportunities, resources, and support necessary for leadership development, organizational management, and skill development outside of the classroom.

Involvement in a club is one of the most accessible and unique ways to become active in the UW Bothell community. Clubs are an opportunity for every student to create their personal experience. Club Council is integral to clubs’ success because we ensure those participating in clubs will find a profound and meaningful experience, both socially and educationally.

Through club support services of registration, formal university recognition, ongoing officer training, one on one consultation for event planning, and coordination of university processes including fiscal forms and budgets, Club Council supports clubs in their daily operations. Additionally, clubs have a wide variety of events and programs that rely on financial support. These include speakers on campus, community conferences, cultural celebrations, and more information gatherings where student come together across a common interest. Major club events and programs, including Denim Day, Lunar New Year, and Dia de los Muertos, would not be possible without this funding from SAF and support from Club Council.

**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.

<table>
<thead>
<tr>
<th></th>
<th>2017-2018 Award</th>
<th>2018-2019 Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staffing</strong></td>
<td>(5 Members Total) $64,062</td>
<td>(6 Members Total) $81,336</td>
</tr>
<tr>
<td><strong>Programming Money</strong></td>
<td>$70,000</td>
<td>$75,000</td>
</tr>
<tr>
<td><strong>Conference Attendance</strong></td>
<td>---</td>
<td>$10,500</td>
</tr>
</tbody>
</table>

Previously funded for five (5) council members, Club Council is requesting six (6) council members in 2018-2019. This additional member along with the increased hourly rate standard across the division increases the overall request.

Club Council is also requesting more programming funds for 2018-2019 ($75,000) from what was awarded in 2017-2018 year ($52,000 from SAF, $12,000 from Sport Field Fee, and $6,000 from ARC programming, totaling $70,000).

Finally, in a new request, Club Council is asking to attend a leadership development conference to better serve our club members (registration, transportation, food, and lodging for six (6) members and one (1) advisor to total seven (7) travelers: 7 x $1,500 = $10,500).
**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 number of clubs and students involved in clubs is growing rapidly. We have thirteen (13) completely new clubs from last year, 54 clubs registered (an increase from 46 at this time last year), and 16 ready for university recognition. Additionally, we consistently have clubs with higher membership than can be accommodated in campus meeting rooms.

In 2017 Fall Quarter, Club Council directly trained 150 club officers. Club Council continues to work with these officers so that the officers can provide more skillful, knowledgeable leadership to their members. The majority of clubs have membership of around 50 to 100 students. Funding for clubs not only impacts them, but the thousands of attendees who participate in club programs and events. Over the course of 2017 Winter, Spring, and Fall Quarter, clubs hosted more than 40 events sponsored by Club Council with more than 4000 total participations.

Through these interactions and support, Club Council contributes to an on campus community that enriches the student experience. It is important that we have these funds to support clubs because of the direct impact they have in extending community, not only within their membership, but also to the broader network of students involved in clubs.

**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?

Club Council is intentional in continually gathering student feedback in formal and informal ways.

Formally, Club Council conduct surveys on OrgSync, holds forums, and assesses events planned by Club Council. At the end of every event held by Club Council, we assess solicit feedback from clubs regarding the event. We also quantify through attendance how much exposure clubs received. For club events and programs, Club Council works with clubs to help them improve their events or programs. Additionally, we have clubs complete an event assessment form on OrgSync.
Informally, Club Council continually asks clubs how they are doing and what Club Council can do to assist with any club processes. Club Council builds strong relationships with clubs through offering support, being transparent, and proactively seeking input on process improvement.

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.)

Club Council is a student organization that is dedicated to governing, supporting, and administering the recognition, funding, and operation of all student clubs on campus. With the programming funding that SAF allocates to Club Council, we are able to then allocate that funding to clubs. This includes funding from the Sports Field Fee. These funds go towards clubs who register in community leagues as well as sports and field related activities. These would be for services that UWB cannot offer through the intramurals program. These additional opportunities teach students team dynamics, health/wellness, and perseverance.

We hold weekly meetings where representatives of recognized student clubs present a budget request to support their on-campus programs and events, club promotional items, and registration for conference attendance. All funding requests are reviewed according to SAF’s bylaws, especially Section 5 Guidelines for Funding, Section 6 General Criteria for Evaluation Funding Requests, and SAF’s funding principles. Club Council also evaluates these requests keeping in mind university and department policies, as well as the Club Funding Model (detailed in question 15).

Clubs and Club Council rely on an all-inclusive programming allocation from SAF to continue daily operations and support of student organizations. As Club Council is in a unique position of representing as many as 90 student organizations in this SAF request -- all whose programming varies year-to-year -- it’s important that an all-inclusive programming allocation be given so that Club Council can determine the distribution of funds in their Funding Model.

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).

The Chair is expected to work 19.5 hours a week while school is in session, with additional hours during summer training.

7/1/18 - 12/31/18 (19.5 hours x 24 weeks x $16.45 + 20.7% benefits = $9292.21);
1/1/19 - 6/30/19 (19.5 hours x 24 weeks x $17.00 + 20.7% benefits = 9602.89);
Total Compensation for Club Council Chair for 2018-2019 = $18,895.10

Club Council Members are expected to work 16 hours a week while school is in session, with additional hours during summer training.
7/1/18 - 12/31/18 (16 hours x 17 weeks x 15.45 x 5 members + 20.7% benefits = $25,361.48);
1/1/19 - 6/30/19 (16 hours x 24 weeks x $16 x 5 members + 20.7% benefits = $37,079.04);
Total Compensation for Club Council members for 2018-2019 = $62,440.52

Club Council member breakdown:

Chair – the Chair supports Club Council members with their daily operations and delegates duties, oversees general Club Council members’ interaction with clubs, and is in charge of facilitating all meetings, coordinating with the adviser, updating processes and reviewing Club Council overall to better operations.

Secretary – responsible for maintaining all correspondence with clubs via email, phone, or written document; note taking and keeping minutes at all meetings; support their designated club categories with event planning, the budget request process, marketing, etc.

Treasurer – tracks all budget related items related to Club Council and clubs; support their designated club categories with event planning, the budget request process, marketing, etc.

Recognition Coordinator – tracks all clubs and the process to get officially recognized by Club Council and UW Bothell; support their designated club categories with event planning, the budget request process, marketing, etc.

Marketing Coordinator – maintains social media and website pages, taking photos at events, coordinating graphic design submissions, and publicizing club news; support their designated club categories with event planning, the budget request process, marketing, etc.

Training and Resource Coordinator - develop and coordinate all trainings for clubs including Club Officer Training, Club Camp, and a workshop series; develop training material, such as videos and infographics, that will further explain UWB policies and procedures; support their designated club categories with event planning, the budget request process, marketing, etc.

Total request for 6 Club Council members: $81,335.62

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.

**Request and Justification for Increase:**
Club Council is requesting the inclusive amount of **$75,000** to better support clubs with their events and programs ($69,000 for clubs from SAF and $6,000 for sports and field-related activity from the Sports Field Fee). This is an increase from the SAF 2017-2018 award.

We are requesting more funds specifically for on-campus programming and conference participation. Our clubs are growing rapidly, in both number of groups and membership size. Additionally, we have more groups requesting funds from Club Council for both programming and conference attendance. With this increased interest and the opportunity to represent UWB on a regional or national level, we would like to increase the amount of funds available for conference registration.

**On Campus Programming:**
- 2016 Fall Quarter, 13 club events from 10 clubs were sponsored;
- 2017 Fall Quarter, 22 club events from 19 clubs were sponsored

**Conference Attendance:**
- 2016-2017, 100% of funding allocated for conference attendance was awarded
- Fall 2017, 60% (~$5000.00) for conference attendance has been awarded

**Current Funding Model (2017-2018)**

**Total Funding Awarded from SAF for Programming ($70,000)**
- Operations: $10,000
- Promotional Items: $10,000 (maximum $600 per club)
- Conference Registration: $8,000 (maximum $1500 per club)
- On-campus Programming:
  - Fall Quarter: $11,000
  - Winter Quarter: $12,000
  - Spring Quarter: $13,000
- Sports and Field Related Activity: $6,000

**Club Funding Model Breakdown:**
The Club Funding Model is the guide established by Club Council for ensuring that SAF funds are used for the greatest impact on the student body. It ensures that the focus of club funds remain on on-campus with accessible programs that create a high impact on the general student body. Based on 2018-2019 SAF award, Club Council will establish their Funding Model for next academic year. Club Council proposes a finalized model at the end of the academic year as informed by student feedback in surveys and at quarterly club forums, data from previous years, and identified emerging needs from students. Further detail regarding the categories are:

*On-Campus programs:* This portion includes speaker fees, entertainment, supplies, decoration, food integral to the event per UWB Fiscal & Audit Services, film copyright, security, and other necessary
expenses for club programs. This funding is crucial to providing accessible opportunities for students to engage with others, build community, and learn outside of the classroom.

*Operations*: This category includes Club Council-organized programs (e.g., Involvement Fair, Club Recognition Banquet, etc.), training expenses, club printing (e.g., publicity, marketing material, agendas, etc.), and general supplies (e.g., binders, pens, file folders, etc.) available to all clubs and Club Council.

*Promotional Items*: Clubs can request funds for branded promotional items such as pens, t-shirts, or banners that establish recognition for student groups, build community within a club, and provide clubs a way to encourage engagement in their organization. Advertising involvement opportunities on campus is important to ensuring that the funds spent on programs reach a wide range of students.

*Conference Registration*: Conferences are a valuable opportunity for clubs to build community, get to know each other better, gain leadership skills, connect with students doing similar work on different campuses, and promote UWB at a regional or national level. Per the current Funding Model, clubs can only request these funds for registration fees and not expenses such as transportation, food, and accommodations.

*Club Sports & Recreation*: Requested from the Sports Field Fee, these funds go towards clubs who register in community leagues as well as sports and field related activities. These opportunities teach students team dynamics, health/wellness, and perseverance.

**Total Programming/Events Request: $75,000**

**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.

This is included in the “Programming/Events” category.

**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.

This is included in the “Programming/Events” category.

**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.

This is included in the “Programming/Events” category.

**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.

This is included in the “Programming/Events” category.

**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.
This is included in the “Programming/Events” category.

**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 for students is included in the “other” category.

**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 for students is included in the “other” category.

**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/

Operations is included in the “Programming/Events” category.
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.

Student Conference Attendance:
Club Council is requesting funding for the 2018-2019 members and advisor to attend a conference. This opportunity will enhance their interactions with club officers within their roles on campus. There are two conferences that Club Council will chose between. However, the funding amount is the same regardless of which conference is attended. This amount is estimated at $1,500 per person (six (6) student and the Club Council advisor) for a total of $10,500 and is intended to cover the standard costs of conference attendance, including meals, lodging, travel, and registration fees.

The following are the two options we will choose between, with participation in only one of the conferences:

National Association for Campus Activities (NACA) Summer Leadership Event (in Orlando, FL) -
There will be several benefits to the student body if Club Council attends NACA’s Summer Leadership Event. This opportunity is designed to enhance student’s leadership development through inclusive team environments. They will develop their peer-to-peer training, supervision, and customer service skills, which will enhance their interactions to advise and guide student clubs at UWB. By becoming proficient in customer service and peer-to-peer training skills, Club Council will be more effective in their ability to advise clubs in hosting events that further contribute to the overall vibrancy and engagement of students at University of Washington Bothell

OR

ACUI Region IV Conference held in October at Gonzaga University -
There will be several benefits to the student body if Club Council has the opportunity to attend ACUI’s Regional Conference. ACUI (formerly the Association of College Unions International) is an association whose purpose is to connect and develop individuals who work in a college union style setting (such as the Involvement & Leadership Office). Throughout the conference, there are 20+ educational sessions, five (5) round table discussions, three (3) keynote speakers, and service opportunities available, all of which provide practical skills to Club Council members to help them be more effective in their role. There are also structured networking opportunities so that students can connect with others working in similar positions on their respective campuses. This provides them the opportunity to trade best practices and discover different processes and procedures that enhance student engagement on campus. Finally, their development of these skills and the opportunities to learn from other campuses will enhance their interactions to advise and guide student clubs at UWB.

Student Conference Attendance total: $10,500
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.

$166,836.00

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.