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.)

The Parent Union- Student Club

Question 2. *

Department/Organization

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

UWB Auxiliary Services

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.

Jessica Cole

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.

jcrc626@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.

425-352-5333

**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.

Chelsea Knodel

**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.

chelseak@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](http://www.uwb.edu/21stcentury)

The University of Washington Bothell strives to expand access to higher education for the citizens of Washington state and recognizes the demand for postsecondary degrees in our growing community. Because UWB offers a variety of programs spanning from undergraduate to graduate school, the diversity of life stages present within the student
body are richly diverse. This diversity translates to greater learning opportunities in the classroom and provides alternate points of view. If parent students are better supported at the UWB it will only increase the diversity in the classroom which is one of the seven 21st century campus initiatives.

The Parent Union of the University of Washington Bothell, have a mission to make the campus more accessible to students who also identify as parents. There is continued recognition that there are limited resources on campus for parenting students who are striving to achieve their educational goals. With the assistance of the SAF Committee in 2015-16, The Parent Union was able to secure funding to successfully create multiple family friendly spaces on campus for the 2016-17 academic year. In order to continue to maintain these family friendly spaces for parenting students and their children, the Parent Union is seeking funding to assist with replacement and additional toy items, cleaning supplies and work orders, as well as funding for a student worker to enhance the program for the next academic year.

The current Family Friendly Spaces on campus provide educational and fun spaces student parents to bring their children that have items such as toys, books, and games. This Family Friendly Spaces allow parenting students to have equal access to the UWB facilities that they pay for in their tuition. These spaces provide places for parenting students to meet with their peers, study groups, advisors, and professors while also providing a fun and safe space for the children with their parents.

We turn to you, the SAF committee due to your mission statement which “protects and enriches the cultural, emotional, intellectual, physical, and social well-being of the student“.

The Parent Union continues to believe that providing family friendly spaces will not only allow for the student to have better access to their education but also affect their emotional, and social wellbeing. The Family Friendly spaces and items contained within the paces create a welcoming environment to children and student parents will gain the feeling of belonging to the UWB community, acceptance by their peers based on their family status, and the comfort of knowing that they can complete their educational responsibilities without sacrificing any dedication to their family.

Beyond allowing parenting students who are currently enrolled at UWB to have better access to their education, it will make the UWB campus more approachable to future prospective students whom are parents or wish to become parents. This supports the UWB’s 21st Century Campus Initiative of growth by providing access to premier public education for the large population of parents in our surrounding communities.

SAF’s consideration of allocating funds to allow for the Family Friendly Spaces for the next academic year is a recommitment to parenting students who strive to be examples for their children which promotes a healthy outlook on higher education for the next generation. When we better support parenting students, we are making lasting change that will span generations.

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.

Family Friendly Spaces provide a place for Parenting Students and their children to be connected on campus. Parent students have to climb many hurdles in order to complete their education. Finding childcare, coordinating schedules, and planning far in advance are among the many. Another hurdle is finding ways to participate in on campus activities like receiving writing guidance at the writing center, getting tutoring at the QSR, buying books at the book store, meeting classmates for a group activity, attending meetings with professors, receiving guidance from an advisor, attending campus events, and many more. These activities are particularly difficult for students whom are parents because there are no child friendly spaces available for children to play while parents concentrate on the task at hand.

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 2015-16 SAF Committee allocated $21,333 for the 2016-17 year to create Family Friendly Spaces on campus. Funds were used to purchase educational books, toys, games, cleaning supplies, etc. and offset costs with the initial implementation/set up of the spaces.

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.
This service will support many students in the UWB community. Through surveys conducted by Margarita Naumchik of Financial Aid in the past, there are at minimum roughly 386 students reported having a dependent that they supported while attending UWB through their application to FAFSA. This does not include students who cannot apply for FAFSA. Beyond helping the 386+ students on campus complete educational tasks, it will make UWB campus an option for parents looking to start or continue their higher education and haven’t yet applied to UWB. Prospective students who are parents will find UWB a welcoming place for themselves and their families.

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?

Each Family Friendly Space on campus is monitored by a program, department, or building coordinator. The Parent Union works closely with these partners to receive regular feedback and suggestions on how to enhance and improve the spaces. Additionally, by adding funds to assist with compensation of a student worker, a more in depth survey can be done in 2018-19 to determine how the spaces are being use and determine if there are any repairs to be completed, as well as evaluate what the demands for additional toys/items may be.

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# hours per week at $X per hour for X weeks).
One student stipend employee position would be required to check on the spaces, inventory the items, wipe down the areas and maintain the equipment requested or submit repair work orders if needed.
Title: Student Ambassador for Family Friendly Spaces at UWB
Hours: once quarterly
Stipend: $500/ quarter $2,000/year
Duties:
Under the supervision of Auxiliary Services and in partnership with the Parent Union, this position will support the spaces by checking in on the physical locations and report any necessary maintenance/repairs to facilities. The position will prepare a quarterly report back to the Auxiliary Service Director and Parent Union regarding space usage, feedback from parenting students and space managers, recommendations on improvements. These reports will assist with assessment regarding future needs of the family friendly spaces. This position will also assist with taking photos and providing web content to ensure proper and accurate marketing of the spaces is taking place.

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.

n/a

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.

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.

$2,000- Germicidal Wipes are provided to the space owners to assist with maintaining clean and safe spaces for parent/child use. A request to add wall mounted hand sanitizer dispensers in certain locations is also accounted for in this request.

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.

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.

$2,000- Replenishment of books, educational activity toys, batteries for leap pads, and funds for repairs of kid play sets as needed. No funds were asked for in the 2017-18 SAF cycle so the program is in need of funds to keep up the spaces since the implementation of the program almost 2 years ago.

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/

| 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.

| n/a |

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.

| $6,802 |

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
- 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.