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.)

Food Pantry

Question 2. *

Department/Organization

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

Cascadia Student Life and UWB 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.

Becky Riopel

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.

rriopel@cascadia.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.

425-352-8545

**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.**

Becky Riopel & 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.**

rriopel@cascadia.edu and 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](http://www.uwb.edu/21stcentury)

**ARC 120 would be used as an emergency food resource for students while they are on campus, who may not have access to meals on a regular basis. The space would provide perishable and non-perishable food that would be stocked weekly. The program would be funded by Cascadia S&A (Services & Activities) fees and UW Bothell SAF fees. The Cascadia Student Government Director of Health and Sustainability would oversee the**
program, in conjunction with professional staff in the Cascadia Office of Student Life. The space would be staffed with student employees (an opportunity open to Cascadia and UWB students) to manage inventory and assist students as needed. The space would ideally provide small emergency snacks for students to have while on campus as well as goods students could take with them to make meals when they leave campus. Students would be required to show proof that they attend one of the institutions (for example, show a valid student ID) but not that they meet any kind of need-based requirement and no personal information will be recorded.

21st Century Campus initiatives the proposal would support:

**Growth** – by providing food access on campus, students are able to prioritize education while a basic human need is met, allowing more focus on academic success.

**Resourcefulness** – By utilizing staff and financial support from both institutions, this food pantry will maximize the resources available to service a large number of students in a more efficient way.

**Diversity** – support a population of students that may come from low-income households, be homeless or not have reliable access to food sources.

**Student-Centered** – provides a resource that is not currently available in this capacity (i.e. snacks, immediate meals and supplies for meal preparation at home, as well as dedicated staff and financial resources).

**Community & Sustainability** – Not all local resources (food pantries, food banks, etc.) are easily accessible to students; this would provide an on campus resource students could visit much more conveniently. When available, food would be locally sourced and reusable bags would be offered to transport the food.

**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.

Current data shows 17.3% of UWB students identify as having 0 EFC (estimated family contribution noted on a student’s FAFSA form). Cascadia student data shows 10.8% at 0 EFC, as well as 63 Running Start students who participate in the free or reduced lunch programs in their high schools. There is no doubt students on campus are struggling financially and that a broader reaching food pantry program would directly benefit them.

We know students are currently utilizing other smaller food distribution spaces on campus (Husky Pantry, UWB Diversity Center, Cascadia Veterans Resource Center, Cascadia Center for Culture, Inclusion & Community), but none of these spaces are keeping tangible data regarding the number of students served. Based on conversations with some of the
staff supporting these other locations, numbers of students served are somewhat low which is partially attributed to limited marketing and not having a dedicated staff person assigned to help this program reach its full potential.

**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.

- New Request

**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.

All students from Cascadia and UWB will have access to the food pantry. Students from both institutions have been vocal about the frustrations and challenges of tuition increases, costs of living (rent, food, transportation) constantly on the rise and juggling multiple jobs to pay the bills. Offering a broader-based, more accessible food resource will help lift the burden somewhat to allow students to focus on academics.

In addition to providing food, the goal of this program is also education. Students will gravitate towards quick and easy meal options, which may not always be healthy. This space will offer “grab and go” quick snack favorites (apples, ramen, fruit cups, etc.), but will also offer pre-packaged meal prep kits that would include ingredients, recipes and tips for basic cooking skills. A hope is the program will expand to also offer recipes and basic cooking instructions online for all students to access as needed. With a web presence, the reach of program resources expands exponentially.

**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?
A database will be designed to track food inventory in order to assess trends (what is popular, what is not, etc.).

Since no data is currently collected regarding who uses any of the food pantry stations, the hope is to implement a non-intrusive way of tracking Cascadia or UWB student use. The current idea is to ask students to show their ID and the only thing staff would note is which institution the person attends. However, we are open to suggestions if other ideas exist to capture this information without having students feel marginalized.

Additionally, we are also looking at having an optional survey available to ask for more information (food suggestions, hours of operation, etc.).

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.)

The intent behind this proposal is to create a “hub” for food accessibility on campus; a location with dedicated staff and financial resources to create a student service that is sustainable in the long term for UWB and Cascadia. This proposal does not mean the current locations on campus will shut down. Rather, this space will provide a larger inventory (including more perishable items), food education and consistent staffing. Other locations would still be accessible but may provide more limited food options.

This proposal affords the opportunity to create a cross-campus resource for students in a shared space. Food insecurity is not an institutional issue but rather a community issue; it is a priority for our shared campus and can be addressed through a shared food pantry in the only shared student-centric space, the ARC.

Due to the restrictive nature of the food approval policy at UW, funds received from SAF would be used to pay for student staffing, not for any food. The total amount requested from both institutions is:

$30,390 – 32 hrs/wk student employee for 50 weeks
$10,000 – food and other supplies (recipe cards, bags, clipboards, etc.)
$3,000 – marketing (thermal bags)
$2,500 – initial purchase of refrigerator, shelving, curtains and labor of moving/set up

**Total request:** $45,890

**Request to UWB SAF:** $30,390 (approximately 2/3 of total request)

**Request to Cascadia S&A:** $15,500* (approximately 1/3 of total request)

* Additional funding may be requested from Cascadia for a graduate student position, but this will not impact request to UWB SAF

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).

Student employee staffing:
July 1 – December 31: 32 hours per week x 24 weeks x $15.45/hr = $11,866
January 1 – June 30: 32 hours per week x 26 weeks x $16.00/hr = $13,312

Total salary = $25,178
Total benefits = $5,212

Total salary and benefits = $30,390

This total amounts to approximately 2/3 of the total Food Pantry implementation cost, with Cascadia paying the other 1/3. This funding breakdown is consistent with past joint initiatives in the ARC.

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.

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

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.

| 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.
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.

$30,390

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.