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 ongoing 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.)

Library Technology Services

Question 2. * Department/Organization - (i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)

UWB\CC Campus Library

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.

Tom Mahon

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.

uwblts@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.

425-352-3450

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.

Sarah Leadley, Library Director & Associate Dean of Libraries

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.

leadley@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
This proposal seeks to continue the Laptop Circulation & Support Service the Bothell Campus Library provides on behalf of the Students of the University of Washington Bothell. This service will be provided by the Bothell Campus Library for the period of July 1, 2018 – June 30, 2019. The cost is based on a total of up to twenty (20) laptops in circulation. The continued availability and support of this service coincides with the Growth and Resourcefulness priorities of the 21st Century Campus Initiative, and student access to this portable technology aligns with both the Student-Centered and the Innovation priorities.

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.

The main goal of this service is to support and circulate 20 take-home laptops exclusively for current UWB students. These funds will enable the Bothell Campus Library Technology Services staff to continue the responsibility for the maintenance and circulation of these laptops to UWB students in pursuit of their academic goals. There were 1,551 UWB STF laptop checkouts in 2017 and we recorded 2,790 STF Laptop interactions, which include support questions about the laptops and inquiries about the service and its availability. With the ongoing growth of the campus and projected increase in enrollment, we anticipate that the demand for this service will continue to grow. Continued provision of this service in its current form is entirely contingent upon a fully funded annual SAF proposal.

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.

Yes. Fully funded student hourly wages from last year will continue the service until June 30, 2018. The new request will, if fully funded, continue the service from July 1, 2018 to June 30, 2019.

Question 11. *Estimate number of students that will benefit from your proposed program/service. In 200 words or less, please do the following:

- 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 benefits of this program to the entire UWB student body are the circulation of take-home laptops and technical support exclusively for UWB students in pursuit of their academic goals. This process includes:
- Laptop check in/out (including maintenance of all print and web documentation)
- Software image updating and maintenance.
- Re-image each laptop as needed
• Routine cleaning, maintenance and warranty administration
• Technical support (phone support with technology assistants as available), troubleshooting hardware and software issues (as feasible).
Any of the over 5,000 current UWB students may benefit from this service.

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?

The Library tracks the number of UWB STF laptop circulations and the number of support interactions for all laptops.

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 in-kind funding provided by the Library includes the following components:
• Use of the UW Libraries circulation service linked to student ID Card
• Hiring, training, supervising of Student Technology Consultants
• Laptop circulation and technical support all hours the Library is open.
• Creation of the laptop image, regular maintenance, software patches and updates
• Set-up and maintenance of laptop imaging station
• Use of deployment software to run imaging jobs
• Technical problem escalation to staff, vendor and warranty service requests
• Administration of asset management, surplus, and processing of lost, stolen, or late laptops.

NOTE: SAF funding alone would provide approximately 4 hours/day of service.

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).

This funding request is to continue the Laptop Circulation & Support Service on behalf of UWB Students for up to 20 laptops for the period of July 1, 2018 – June 30, 2019. The cost is based on a percentage of the approximate wages for up to 16 student technology consultants, who maintain the UWB STF laptops in circulation. Salary costs in this proposal include increases in the UW’s minimum wage and recently implemented paid sick leave for student hourly employees.
$21,043 in Student Wages (based on estimated hourly wage of $15.60 for the period of July 1, 2018 – June 30, 2019) at approximately 4 hours per day, 7 days per week for 47 weeks, plus 1 hour of sick leave accrued for every 40 hours worked. All student employees are part time temporary with benefits charge as calculated on the spreadsheet. (20.7% of $21,043 = $4,356 in hourly benefits) = $25,399

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.
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 (provided by the Library as in-kind)

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 (provided by the Library as in-kind)

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 (provided by the Library as in-kind)

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 (provided by UWB STF funding)

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](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/](https://itconnect.uw.edu/service/campus-telephone-services/)

- n/a (provided by the Library as in-kind)

**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.

$25,399 ($21,043 in wages + $4,356 in benefits)

**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.