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.)

Student Assistants – Welcome Desk

**Question 2. (*)**

Department/Organization

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

Orientation and Transition Programs

**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.

Jerry Chan

**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.

jc2012@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.

425-352-5304

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.

Terry Hill

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.

thill@uwb.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

The Desk is located on the 1st floor of UW1. Its serves two main purposes. First, it is a resource for students, staff, faculty, and guests who are looking to access the rest of campus. The desk answer questions about the university and also direct people to the appropriate places on campus that will be able to help them with their needs. The Welcome desk is the information hub on campus that
helps student’s best access the campus and enhance their educational experience. Its students helping students so that we can keep a student-centered approach to the desk.

The second purpose for the desk is reception and support for the Student Success Center. The desk is responsible for managing all of the student appointments that take place with all of the departments housed within the Student Success Center (Career Center, Community Based Learning and Research, Study Abroad, Undergraduate Research, Pre-Major Advising, Disability Resources for Student, and Veteran Services).

In the past, there were 2 desks on the first floor of UW1, the Welcome Desk in the main lobby and the Student Success Center front desk. These two desks combine in December of 2017. The desks were combined to create a more seamless experience for students as they are accessing resources on campus. The Welcome Desk is now serving as the front lines for both the Student Success Center and Student Affairs. Because of the combination of the desks, we have received additional GOF funds to support additional hours needed to accommodate the increased responsibilities.

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 Welcome Desk serves as the reception desk for the Student Success Center. Desk staff check-in all the Student Success Center appointments. They also assist with general questions about advising, directing students to advising resources, and helping students scheduled appointments with an advisor or other Student Success Center staff member. The desk is open to assist students during the hours of operations for the Student Success Center, 8:00am-5:00pm Monday, Thursday and Friday, and 8:00am-6:00pm Tuesday and Wednesday.

The Welcome Desk also serves as the front door to campus. The desk acts as a resources and welcoming face for students, faculty, staff and guests to campus. Student Assistants are able to answer questions, provide direction, and be a resource to students when professional staff might be serving and supporting students in other ways. Student
Assistants also have access to multiple event calendars, academic or campus activities and workshops and act as a clearing house for all questions regarding time, date and locations of said events from students and guests to the campus.

The desk is a hub for information, resources and support. During high traffic times, addition staffing is needed in order serve the high number of students both asking questions and checking into SSC appointments.

**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.

Staff hours were covered in the past.

**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 Welcome Desk serves as an outpost for Student Affairs to provide support for programs outside of the ARC. Student Assistants help continue to provide access for students to the various resources within Student Affairs, such as clubs and activities, fitness classes, Intermural Sports, Orientation programming, campus events, Counseling, Title IX, and student conduct.

- UW1 will continue to be the building with the most used classrooms on campus. The desk supports all students and guests of the university.

- Currently the desk averages about 50 in-person inquiries a day from students who are looking for different resources or assistance. They also get a number of phone calls and emails though out the day.

- The Student Success Center serve UWB students by connecting them to answers, programs, resources, and support across campus to enhance students’ learning. From January 1, 2017-
January 1, 2018, the Student Success Center had 7,606 appointments. Student Assistants assist with making these appointments and checking students in.

- The Welcome Desk also opens the Idea Project space each day

**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?  
As we move into the next fiscal year, we will be looking at new ways to track and assess student use of the desk. We will be keeping track of the number of phone calls that come in and the number of in-person questions that come in from students. In addition, we are also looking at ways that we can track satisfaction with services and receive more feedback on how we can improve on the services we provide at the desk. We will likely send out surveys to student groups that frequently make use of the desk.

**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.)  
As of this past academic year we have combine the functionality of the UW1 Welcome Desk and the Student Success Center desk. This has streamlined help and assistance for the greater campus community. It has also created efficiencies with these two, formerly separate, desks. This has also increase the workload for the desk. In order to continue providing the same high quality of service during peak hours (10:00am-2:00pm), we will have 2 Student Assistants staffing the desk. This will result in the desk being staffed 62 hours per week, instead of the traditional 45. We are only asking for 56 hours of coverage, as we are supplementing with other funding.
We also have “leads” at the desk that had additional leadership role within the Student Assistant team. These Coordinators help to select, train, and manage the rest of the Student Assistants. These Coordinators tend to be students that have at least 1 year of prior service as a Student Assistant. We strive to formally recognize this increase job responsibility and role with additional compensation.

This request provides not only jobs for students but also leadership opportunities for students that will help them acquire skills that they can use in their personal and professional lives.

The University of Washington is also in the process of reviewing student hourly rates and is trying to create more competitive wages that recognize the higher cost of a livable wage. The city of Bothell has recently implemented a gradual increase to the minimum wage over the next couple years. Starting on January 1, 2018, the minimum wage has increased to $15.45. We also anticipate an increase on January 1, 2019 for $16.00. While we recognize that these changes will increase the operating costs for the desk, we are also aware of the increased costs of attending college and more and more students are working multiple jobs just to make ends meet.

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).

**JUNE 20, 2018-DECEMBER 31, 2018**

Student Assistant: $15.45/hr x 28 weeks x 42 hours coverage = $21,930 (with benefits)
Student Assistant Lead: $16.45/hr x 28 weeks x 14 hours of coverage = $7,783 (with benefits)

**JANUARY 1, 2019- JUNE 19, 2019**

Student Assistant: $16/hr x 24 weeks x 42 hours coverage = $19,466 (with benefits)
Student Assistant Lead: $17/hr x 24 weeks x 14 hours of coverage = $6,894 (with benefits)

**Total Funding Request: $56,074**
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.

NA

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.

NA

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.

NA

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.

NA
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.

| NA |

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.

| ?? |

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.

| NA |
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.

NA

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/

NA

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.

NA

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.

$56,074

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.