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.)

Orientation & Transition Programs

**Question 2.** *

Department/Organization

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

Orientation & 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.

Terry Hill

**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.

terryh@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.

425-352-3868

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.

terryh@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 request is for a new financial wellness and retention initiative that will provide tremendous support to students on campus and help increase student retention and success. This proposal will be a 2-year trial that will access funding from STF, SAF, and General Operating funds. This program will provide financial literacy programming, support public assistance partnerships, off-campus...
housing resources, and other resources to help students with basic needs. In addition, this program will assist with emergency funding. This program manager position requested will also support a Transfer & Commuter Commons that will provide additional resources for students that commute to campus (day use lockers, kitchenette, changing room, Dawg Prints, charging stations, student programming and study space.) Programming for the Commuter Commons may come later if the space can be identified on campus. This program will be a strong compliment to the Financial Wellness and Retention Initiatives in this request.

This will fund the following:
- 50% of FTE Program Manager $36,438 (50% covered by other university resources to make 1 FTE position)
- 3 Peer Financial Wellness coaches $29,609
- Professional Development funds to attend conference or trainings $6,000
- Programming Dollars for Financial Wellness Program $6,000

These positions will help students with Financial Wellness/Adulting 101 course that may include the following: basic car maintenance, how to create and live on a budget, how to establish and manage credit, life hacks to save money, FAFSA workshops, cooking on a budget, finding affordable child care, maximizing and understanding student loans, negotiating salary, landlord/tenant protections and rules, how to do your taxes, investment 101, financing your car, apartment hunting made easy, understanding retirement, finding scholarships, applying for scholarships, help with accessing SNAP (Food Stamps) and other public assistance programs, etc. STF funds will also be requested to support online workshop resources for students.

These positions will also help provide financial coaching from peers and professionals for students that are struggling to make ends meet or are experiencing a financial crisis. This could include helping students access emergency funds and other public assistance. This group will work to create community partnerships that will help serve students who are struggling with basic needs. In addition, this program will have strong collaboration with Student Engagement & Activities, Career Services, Diversity Center, and Financial Aid.

Although UW Bothell has strong retention rates, our low-income students are retained at a lower rate. This program will help students continue their education if they are struggling to make ends meet. In many cases, students just don’t know where to begin when they are hit with a financial crisis. Something as simple as having a car break down, can keep a student from returning next quarter. Our goal is to help students navigate these situations and keep college accessible. Many universities have programs like this already and have had great success. It’s time that UW Bothell creates a program that best serves our students. This initiative directly supports the growth and diversity of our campus. It supports our desire to build on community partnerships that support our students. It is capitalizing on multiple resources for funding and support and is most importantly aimed at enhancing student services to support student success on campus. It hits on 6 of the 7 goals in the 21st Century Initiative.
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.

About 20% of the UW Bothell students that apply for financial aid have an estimated family contribution of $0. This does not take into account that we also have a number of students on our campus that can’t apply for financial aid because they are undocumented immigrants. Almost 50% of UW Bothell financial aid recipients qualify for pell grants, which are only available to students with high financial need. UW Bothell retains 80.5% of Pell eligible students in their first year, but that number drops to 66.9% in the second year. We need to look deeper into why there is such a dip in retention rates for these students, however financial need is most likely at play to some extent.

In recent years, we have seen the establishment of three food pantries on campus to address food insecurity of students on campus. The CARE Team has seen a number of cases that are related to housing insecurity and financial barriers. We recently did a check on registration holds and found that were about 50 pre-major students that had hold related to financial aid or late payments.

This program will help provide coaching and advising on how students might be able to remove these financial barriers. Our hope is to help students access resources that may be able to help them persist with their studies. This can hopefully be accomplished through financial literacy education, public assistance, emergency aid, access to scholarships, and better understanding of financial aid options.

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.

This program will be available and serve all students at UW Bothell. We anticipate that it will be of most interest to those students with greater financial need. Although, many young adults will be able to make use of the Adulting 101 programs that will help teach students those skills that are often overlooked by our current education system. We anticipate that the financial crisis coaching could may exhaust current emergency funds available on campus, but it will help tell the story to donors who are more likely contribute if they see the success of the program. In the first year, we may be able to only help 10-20 students financially, but we would likely see that support double each year as we seek out more donations.

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?

Along with program evaluations and participation counts, we plan to also track retention rates of those students served by this program. We will also do case management follow-up with students to see how these resources have made a difference in their ability to be successful at UW Bothell. We define success both inside and outside the classroom. We can also track student engagement or participation in other university programs like undergraduate research and study abroad. Students that tend to have their basic needs met also tend to be more actively involved on campus. We would also like this program to help the campus do a needs assessment to see how many of our students have insecurity when it comes to basic needs. This information is not available right now. I have also attached a document that will help guides us in our assessment of the program:


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).

- 50% of FTE Program Manager $36,438 (50% covered by other university resources)
- 3 Peer Financial Wellness Coaches $29,609 (3 STAFF x 10HRS/WEEK x 26 WEEKS @ $15.45 and 3 STAFF x 10HRS/WEEK X 26 WEEKS @ $16.00) Reflects projected January 1st pay raise.

Total: $66,047

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.

$6,000- Much of this will be used for marketing and bringing in guest speakers. It will also cover workshop supplies. This will be supplemented with other resources, including STF funds for online resources.

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.
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.

$0 (other university resources)

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.

$0 (other university resources)

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.

$0
**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.

$0

**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.

$0

**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.

$6,000 to attend conferences that will help students and staff build out this new program.

**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/

$0 (other university resources)

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.

$0

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.

$78,046

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.