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 Engagement & Activities**

**Question 2.** *

Department/Organization

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

**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.

**Sam Al-Khoury**

**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.

**sea2@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.

425-352-5360

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.

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.

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

Student Engagement & Activities (SEA) creates engaging co-curricular learning programs as a means to teach students leadership, civic responsibility, and social justice, and to create meaningful connections to academic study. We provide a wide variety of campus experiences, leadership opportunities, and co-curricular learning that foster a sense of connectedness and community, which both directly impact retention and overall student
success. SEA is funded by SAF and supports programs and events created by, with, and for students.

Specifically, SEA is the campus department that directs advising, supervision, and administrative support to many other groups submitting SAF requests including ASUWB, Campus Events Board (CEB), Club Council, Student Media, and SEA Social Justice Programs. The support these professional staff members provide to these programs and student leaders results in resources, experiences, trainings, advising, and events for all students. Examples include social justice dialogues, Intercultural Night, leadership programs, large campus-wide events like SpringFest and the Masquerade Ball and other student-initiated programs for student organizations, student clubs, and students broadly.

Our programs most directly address the 21st Century Campus Initiative as follows:

Growth: As our student population continues to grow and change, so does student demand for leadership opportunities, events & activities, and co-curricular experiences. In order to support success for all students, the campus must provide opportunities that are engaging and of interest to a wide range of students.

Resourcefulness: We have reorganized our staffing structure and advising/programming model to provide additional support and resources (specifically to clubs, leadership programs, and media groups) while also saving the university salary dollars overall.

Student-centered: Studies indicate students involved in co-curricular opportunities are more likely to be satisfied with their educational experience and do better academically. This connection is critical to all students, particularly first generation students, marginalized groups and those feeling isolated in their college experience.

Diversity: Our office works from the foundations of social justice by providing enriching opportunities through programming, workshops, engaging spaces, clubs, and supporting student-centered initiatives.

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.
Students are the center of our work. We actively make space for students to create their own profound experiences, share their stories, and develop as individuals and groups. With the guidance and direction of our five full time staff and one part-time program coordinator, we work to create a vibrant, relevant, engaging co-curricular campus community.

Student Engagement & Activities (SEA) oversees and supports numerous SAF funded student groups and initiatives and has managed more than $1 million in SAF allocations during 2017-2018 academic year. Each professional staff member within the department has advising and program development responsibilities as well as administrative and supervision responsibilities. We accomplish most of our work through the employment and mentoring of 40 to 50 student staff who, with our support and guidance, implement over 400 programs and events with over 20,000 participations annually.

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.

There are no new line items in this request. In fact, we have eliminated one part-time staff member that supported the ARC Community Resource Center as that space is closing in June in lieu of a new food pantry in the ARC.

We are continuing with our new model of expanded club support with 5 full-time staff that contribute to club advising, as well as continuing our support of the student media groups.

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.

Student Engagement & Activities has increased program offerings and services to help meet the needs and demands of our diverse student population. Our staff works with all SAF funded groups to support their requests in addition to supervising and advising an average of 40-50 student employees. The department, through its own work as well as the work of the organizations it advises, supports more than 400 events and programs with more than 20,000 attendees annually. All services and programs are open to the entire UW Bothell student body.
and SEA conducts outreach and marketing to gain new participation. All currently enrolled students have access to these services and programs.

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?

We highly value assessment of the development of both our student leaders and those who attend or participate in our programs. In addition to numerical quantitative data (number of attendees, number of participants, etc.), we also gather qualitative data in the form of pre- and post-evaluations for student programs to determine if and how the learning outcomes have been met, as well as yearlong goal-setting and personal inventory for student staff. Additionally, staff members assess the progress of student leaders learning through regular meetings, reflection, academic follow up, and skills development. Annual reporting takes place in the form of event highlights, numbers, attendees, and goal achievement.

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).

Assistant Director – SEA: $61,800

Program Manager – Social Justice Programs: $52,332

Program Manager – Student Media: $52,332
Program Manager – Campus Events: $52,332

Part-Time Program Coordinator – Leadership & Elections: ($3995 monthly x 12 months at 50% time) = $23,970

Merit increase of 2% for 4 professional staff : $4,376

Merit increase of 4% for 1 classified staff: $959

**Student Wages**

Project Assistants (2) $22,479

- Summer: 2 students x 12 hours/wk x 12 wks x $15.43/hour = $4,444
- Fall: 2 students x 15 hours/wk x 12 wks x 15.43/hour = $5,555
- Winter/Spring: 2 students x 15 hrs/wk x 26 wks x $16/hour = $12,480

ASUWB Student Assistant/Project Assistant (1) $10,530

- Fall: 1 student x 15 hours/wk x 12 wks x $15.43/hour = $2,777
- Winter/Spring: 1 student x 15 hrs/wk x 26 wks x $16/hour = $6,240

**Total Base Salary:** $274,262

**Total Base Benefits:** $87,240

**Merit Increase + Benefits:** $7,142

**Total Salary/Benefits Request:** $368,644

**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.

The events/programming budget covers currently offered leadership programs, SEA events, and potential partnerships. Campus co-sponsorships, tabling, faculty partnerships, Student Activities and Resource Fairs, Leadership Programs, MLK Jr. Day of Service partnership, recognitions & awards, Welcome Week Programming, etc. We request this budget be inclusive of food integral to events per UWB Food Policy, security, rentals, and other costs associated with hosting events.
Total Programming/Events: $14,000

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.

Included in programming request above.

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.

Copies for programs, events, and administrative work: $6,000

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.

Promotional items - $800

Office supplies, supplies for the large plotter and laminator, business cards, name tags, equipment replacement and maintenance – $7,200

This total reflects a slight increase compared to last year due to anticipated growth needed for plotter supplies. Because UW Bothell IT no longer provides free poster printing for campus, SEA will fund supplies and provide equipment for poster printing by SAF-affiliated groups as a shared service. This will be a partnership with Student Affairs Media, Marketing, and Graphic Designers, who will design posters and manage the printing process.
Total Office Supplies Request: $8,000

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.

We request food be included with programming cost and used based on approval of university food forms and office regulations.

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.

We request this be included in programming dollars, as these are part of planning and implementing programs and events.

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.
This number is based on motor pool needs for travel to off-site events, meetings, programs, etc. Staff members often have required travel to meetings at UW Seattle, UW Tacoma and other local colleges and universities. Additionally, this includes ground travel to sites for programs such as Student Trainings, etc.

**Professional staff & student travel to meetings: $1,500.**

**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.

**Included in “other” as part of professional development funding for staff positions.**

**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/)

We request this be included in programming dollars, as these are part of planning and implementing programs and events.

**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.
Professional development dollars allow staff to stay involved with the leading associations for the advancement of the student affairs profession. Involvement in national associations and conferences provides high-quality professional development, strong policy advocacy, and substantive research to inform practice. These opportunities help staff meet the diverse needs of our students. As student affairs administrators, attendance at these conferences and other professional development opportunities will provide opportunities to enhance personal knowledge of best practices, research, law, policy and social justice approaches to bring back to the university. These conferences are often different from travel/training conferences with students (often funded differently as advisors are required to attend for follow up and student support) as they are geared toward high-level learning, networking and research for working professionals. Staff members are required to gain supervisor approval for relevance and learning associated with attending and/or presenting for national/regional conferences.

Professional development also contributes to staff retention and job engagement, an area we would like to see improvement in this next year.

**Professional Staff Development (shared among staff members $1500 x 5): $7,500**

**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.

$405,644

**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.