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.)

Social Justice Programs

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.

Naima Shaltu

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.

naim4life@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.

425.352.3735

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.

Brenda Dao

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.

daob@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 to fund Student Engagement & Activities’ student diversity and social justice programs, including two student programming groups, Social Justice Organizers and Intercultural Coordinators, and their associated events, programs, supplies, and travel needs. Social Justice Organizers (SJOs) are student leaders who facilitate dialogues around social identities such as gender, race, sexual orientation, ability, and nationality while unpacking social justice issues. Intercultural Coordinators (ICCs) are student leaders who creates cross-cultural communication and social programming for International and Domestic students at UWB. We are responsible for
developing and implementing unique student-driven events each academic year. As UW Bothell is the most ethnically diverse campus in the state of Washington and one of the most diverse universities in the nation, students are in need of identity-related programs on our campus, and diversity and social justice are core values of our university. SEA is committed to creating an inclusive campus climate and culture that celebrates diversity, promotes equity, and enriches student life. Our staff works at the intersection of social justice and leadership development to offer robust programming for long-term impact. This request to help underwrite such programming aligns directly with the 21st Century Campus Initiatives of diversity: “to enhance campus commitment to diversity and inclusiveness” and student centered-word: “to enhance student services to support academic success and enrich student life.”

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.

Studies show that student-centered diversity programs directly contribute to enhanced recruitment, retention, and satisfaction of historically underrepresented student groups on university campuses, as well as improving campus climate for the entire community (Museus, 2008; Ko, 2012; Nguyen & Gasman, 2015). These kinds of programs and services are especially crucial at UW Bothell considering the diverse makeup of our student population. Student feedback consistently demonstrates that the work of SEA enhances the student experience on our campus, contributing to a safer, more inclusive, and welcoming campus culture for all. Our staff consistently “meet students where they’re at” – honoring the many experiences and talents of our diverse student population. We take a student-led approach with our Social Justice Organizers, who help their peers better understand themselves and each other, and create a welcoming environment of inclusion, allyship, and community. Intercultural Coordinators create programs that bring International and Domestic students together, providing cross-cultural dialogue and understanding. Students have expressed a strong need for more diversity programming and student-centered spaces at UW Bothell. Our programs have a proven track record for cultivating leadership on campus and providing space and mentorship to students of all backgrounds, identities, and levels of engagement on campus.

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.

This request has been funded entirely in the past year.

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.

From Fall 2016- Fall 2017, SEA social justice programs had nearly 2,000 student interactions. Throughout the year we held unique events, which included a Global Student Welcome that provided engagement with International and Domestic students, Intercultural Night that creates a space for all clubs on campus to showcase and celebrates their culture, Allyship is an Action; monthly lunchtime “Dine-n-Dialogues” series on critical, relevant topics; and various film screenings, performances, interactive and educational field trips, and trainings. Passive contact through educational displays during this same time led to an additional 3,000 points of contact. The IDEA Project space itself also serves as the meeting and event location for many student groups including: Latinx Student Union and Pride Alliance, and holds a space for students to reflect current issues. Again, studies show that student-centered diversity programs directly contribute to enhanced recruitment, retention, and satisfaction of historically underrepresented student groups on university campuses, as well as improving campus climate for the entire community (Museus, 2008; Ko, 2012; Nguyen & Gasman, 2015). These kinds of programs and services are especially crucial at UW Bothell considering the diverse makeup of our student population.

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 are committed to offering student-centered and student-led programming and embed assessment into all of our programs to best determine student needs. In addition to compiling ongoing quantitative data (number of attendees, number of participants, etc.), we gather qualitative data in the form of pre- and post-evaluations for programs to determine if and how learning outcomes have been met, as well as year long goal-setting and personal inventory for student staff.
Student staff develop learning outcomes for all programs, which is measured through surveys in various formats. As our programs grow, we intentionally implement more and varied formalized assessment methods.

Our programming utilizes cutting-edge approaches to social justice education. Our staff stays current on best practices in the field by participating in numerous conferences, workshops, and professional development opportunities. Additionally, we engage with practices and training around accessibility, disability, and inclusive language around gender.

Our work on IDEA Project was recognized by the American College Personnel Association, which awarded us the 2016 Voices of Inclusion Medallion for Exemplary Programs. This evaluation from an external international organization demonstrates the outstanding nature of our work on student programs that foster a welcoming and inclusive campus environment for all.

**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.)

**Citation for question 9 and 11.**


The Social Justice Organizers create, implement, and facilitate workshops around social identities and social justice issues. This position also engages with current political issues that are pertinent to the UWB student population, and creates a safe space in order to facilitate dialogues that revolves around vulnerability and self-reflection. The Social Justice Organizers are intensively trained to engage in these social justice dialogues and learn how to navigate hard conversations through community guidelines. Often times, the Social Justice Organizers are also the first responders in current campus climate, and creates workshops that directly focuses on the issues to help students share their stories and learn from one another. The Intercultural Coordinators focuses on creating social but educational programs and events that engages with International and Domestic students. Often, the programs have a specific focus that caters to the UWB International student population and identities. We are excited that the Diversity Center is now a resource for students on campus to provide additional social justice work. We see our work as complementary to the Diversity Center.
Our programming will focus on individual events, facilitated dialogues, and programs that center social justice and vary in scale from small to large, while the Diversity Center will focus on curricularized initiatives and events that build sustained community and cultivate empowerment.

**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).

<table>
<thead>
<tr>
<th>Position</th>
<th>July 1 - Dec 31</th>
<th>Jan 1 - Jun 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Justice Organizer Chair</td>
<td>(1 student x 19.5 hrs per week x 22 weeks x $16.45 per hour + 20.7% benefits) = $8,518</td>
<td>(1 student x 19.5 hrs per week x 24 weeks x $17 per hour + 20.7% benefits) = $9,603</td>
</tr>
<tr>
<td>Social Justice Organizers</td>
<td>(4 students x 16 hrs per week x 18 weeks x $15.45 per hour + 20.7% benefits) = $21,483</td>
<td>(4 student x 16 hrs per week x 24 weeks x $16 per hour + 20.7% benefits) = $29,663</td>
</tr>
<tr>
<td>Intercultural Coordinators</td>
<td>(4 students x 14 hrs per week x 17 weeks x $15.45 per hour + 20.7% benefits) = $17,753</td>
<td>(4 student x 14 hrs per week x 24 weeks x $16 per hour + 20.7% benefits) = $25,955</td>
</tr>
</tbody>
</table>

**Total salary/wages: $112,975.00**

**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.
This is a lump sum for all Social Justice Organizer’s and Intercultural Coordinator’s programs and events across four academic quarters, as well as annual diversity and social justice events such as Global Student Welcome and Intercultural Night. Programming funds may be used for any and all of the following: facility and technology rentals; cultural performers’ honoraria and travel; general office supplies; printing supplies for posters and training curriculum, etc.; marketing and promotional materials; and any other costs related to program planning and execution.

Social Justice Organizer Programming: $14,500  
Intercultural Coordinators Programming: $10,000  
Social Justice Operational and Marketing Programming: $3,500  

Total Programming/Events: $28,000

**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 estimates 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.

This is a lump sum of printing and photocopying for all social justice programming.

$3,000

**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.

Included in programming estimates above.

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.

Included in programming estimates above.

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.

Included in programming estimates above.

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.
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.

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/

Included in programming estimates above.

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.

$9,000: Social Justice Organizer Chair, Four Social Justice Organizers, and advisor travel to nationally-leading social justice conference inclusive of per diem, airfare, hotel, registration and fees (6 x $1200 per person)
$7,500: Four Intercultural Coordinators and advisor travel to national diversity conference (5 x $1500 per person)

$2,000: Student staff training costs, fall and mid-year

**Total Other: $18,500**

**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.

**$162,475.00**

**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.