Q15. Proposing Group Information

Q1. Proposing group name (examples: Career Services, Student Diversity Center)

Associated Students of University of Washington Bothell

Q2. Department/Organization (examples: Student Engagement and Activities, Student Affairs, Academic Affairs)

Student Engagement and Activities

Q3. 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.

Brian Kieffer

Q4. 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.

asuwbtre@uw.edu

Q5. Budget owner
- Before submitting, you must discuss and receive approval on your request from a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) who will agree to be the budget owner and responsible for managing this allocation. Include the name and title (i.e. John Smith, Club Adviser) of that individual below. IMPORTANT: Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes, and have approval from their supervisor.
- If you are a registered student club, you may email the Student Engagement and Activities Director and Assistant Director, Sam Al-Khoury at sea2@uw.edu and Carla Christensen at carla24@uw.edu as a resource for your request by December 29, 2020.

Sam Al-Khoury

Q6. Budget owner email
- Please provide the email of the faculty or staff member you discussed your request with.
Q14. Proposal Information

Q7. Executive Summary
- Please provide a concise overview of the program, activity, or service for which you seek funding. This summary should explain what you’re requesting funding for. (1600 character limit, approx. 250 words or less)

ASUWB seeks funding for payment of its student staff and elected members, consumable items to support campus events and elections, funds to support team training, and funds to support student travel to conferences.

Q8. Need for Program
- Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community, i.e., what student opportunities would be absent without funding. This section should explain why you’re requesting funding. (1600 character limit, approx. 250 words or less)

We the Associated Students of the University of Washington Bothell is the official representative voice for all students within the university. We exist to empower our student body through the following measures: Seeking to enhance the entire student experience by supporting and/or drafting a policy that promotes student interests, needs, and welfare. Serving as a liaison between the students and faculty, staff, and alumni. Diligently serving with integrity, honor, and enthusiasm while always aware of our university’s proud tradition of academic excellence. We advocate for all of our constituents with respect to individual differences which may include but are not limited to age, cultural background, disability, ethnicity, family status, gender presentation, immigration status, national origin, race, religion, sex, sexual orientation, socioeconomic status, and veteran status.

Q9. Is this a new request?
(Partial means that one or more-line items of the submission is new but not necessarily the program or submission itself. Select No if the request is not new but was previously submitted under a different name; i.e., Student Assistants have a title change to Student Associates.)

- Yes
- No
- Partial

Q10. What on your request is new or has changed?

This question was not displayed to the respondent.
Q11. Strategic Plan
- How would you like to see this program grow/change/adapt, and what role does funding play into this vision? Please describe some key goals you are hoping to accomplish, now and in the future. (1000 character limit, approx. 150 words or less)

ASUWB's goal for this year has been to reach as many students as possible and provide events, support, and a friend to talk to. We provide these through town halls, events such as Among Us game night. We support them by hearing what legislative topics are important to them and go to the capital with their agenda. Lastly, we have supported the community as well with food drives. In the future, we want to keep providing events like these as well as continue reaching to students.

Q12. Assessment
- Estimate how many currently enrolled students will likely benefit from your proposed service or program. If you have previous statistics from past programs, please feel free to include for comparison.
- What is the impact of your program and how do you measure the affects?
- If a new program, describe how you plan to assess the proposed service/program. Describe any metrics or operational targets your unit uses to assess its financial and operational health.
- (Supporting documents or materials are not required but may be presented in the hearing if desired.)

(1600 character limit, approx. 250 words or less)

Those that directly are impacted by ASUWB are those that respond to surveys about campus expansion, engage in our tabling awareness events, attend our town halls, apply to travel with SAEF, are involved with UWB Leaders, interact with Holly the Husky, or feel represented by the ideas of the Legislative Liaison. Almost every student on campus (Over 5,000) has been impacted in some way by the above functions.

Q13. Funding Categories
For these responses, please do not show the math on this proposal. Use the excel sheet for the actual math. Instead, in these sections, tell SAF about the category funding needed and provide the 'why' for the request. There is no character amount but you are asked to be concise in your response.

Q16. Salary Positions
Please briefly describe the positions you are requesting funding for. If there are differences or distinctions in positions, please explain what they are and do.

We are asking for funding for 13 positions (President, Vice-president, Director of Outreach, Director of Marketing, Director of Student Advocacy, Director of Government Relations, Director of Campus Partnerships, Senator of Campus Partnerships, Senator of Student Advocacy, Parliamentarian, Treasurer, and Graphic Designer). We are requesting funding for a graphic designer once more because after hearing feedback from our team, the Director of Outreach has not been able to focus on her role. This is due to the fact that the Director of Marketing is new so she is focused on training him as well as keeping up with the constant requests for marketing material. We understand that there are MMGD's that are available to us, however, if we make a request and once complete we will have to pay for the creation of the material. With that being said, we think it will be more beneficial to have our own graphic designer that can sit in meetings and focus on ASUWB.

Q17. Programming/Events
- Please briefly describe the program(s) you are requesting funding for. This also includes needs relating to security, honorarium, hospitality, and contracts, etc. Specify what programs are virtual.
Q18. Facilities & Equipment Rentals/Set-Up/Purchases

- If you require facilities or equipment rentals/set-ups/purchases, please indicate that need here.

Q19. Printing & Photocopying

- Note printing and photocopying expenses

We are requesting funds in this category to cover expenses such as printer ink, and creating marketing material.

Q20. Office Supplies

- Note office supply expenses

We are requesting funds in this category to cover typical office supplies expenses and for ASUWB's supply tables. Supply tables are scattered around the UWB campus and students can grab necessities such as pens, paper, paperclips, and sticky notes to ensure they succeed in their classes.

Q23. Food and Refreshment

(note what and how much or often is for training and/or programming)

- Please indicate why food is necessary in your proposal. If you are requesting food for multiple/different programs, please indicate how much or how often you'll be providing food at the given programs (i.e., three staff trainings and four large scale unique events).
- 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 health and safety and per diem rates for meals. The per diem rates are available at the following link: http://finance.uw.edu/travel/meals#perdiem
Q25. Transportation and Travel
- Describe the type of travel you are requesting (i.e. in-state/out-of-state, local travel, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out-of-state travel.
- Note: Include professional development related travel in the professional development category.

We are requesting funds for our legislative liaison housing. The legislative liaison becomes our primary contact in Olympia to administrate meetings, participate, and coordinate with our colleges. They have the option to receive funding to live there or travel to and from regularly.

Q26. Professional Development
(note items that are for certification, note if required for position)
- Please describe the professional development opportunity. Please indicate the number of students, staff participating. Indicate if a professional development opportunity will result in a certification, and whether this certification is required for a job. This should include all costs associated with registration, air or ground travel, per diem, etc.
- Please ensure that you are in compliance with applicable per diem rates for meals and lodging. The rates are available at the following link: http://www.gsa.gov/portal/content/104877
- Note: Student travel arrangements are made through the University.

We are requesting funds for this because we need this to be able to attend tri-campus meetings as well as attending local leadership conferences, and other ASUWB related events or meetings. We are requesting funds for our grant that is called the Student Academic Enhancement Fund (SAEF). This grant gives students the opportunity to experience professional events and conferences that develop their skills to succeed in the future.

Q28. Promotional Items
- Are you requesting funds for promotional items?
- Please note that promotional items are limited to a total value of $800; see SAF bylaw 5.A.5 for more details: https://www.uwb.edu/studentaffairs/safc/safbylaws

We are requesting funds in this category to help promote ASUWB. We use this fund to invest in ASUWB swag such as lanyards, pens, and notebooks to give to students.

Q29. Operations
- Please describe operational items. This includes telecommunications, business cards, computer purchases, equipment, new hire packages, digital resources, etc.
We are requesting funds for student government elections and community collaborations. We need funds to hold an election committee as well as to cover the process for elections. We also need funds for community collaborations so we can team up with other clubs, groups, and the Bothell community to hold events.

Q30. Uniforms
- If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

Q31. Other
- Are you requesting funds for any items that don’t fall into the previous categories? Indicate them here.

We need funding for ASUWB quarterly training and for the Washington Student Association fee. ASUWB holds quarterly training to ensure each person is aligned with ASUWB’s mission. The WSA fee allows UWB to essentially earn a “seat at the table” during legislative conversations because of the membership. This allows us to voice student’s opinions and what they want to change at the campus.

Q32.
Total Amount (please note the total dollar value)
- Please list your total amount requested, please make sure all line items are on the spreadsheet. This total amount should match the total from the spreadsheet.

$259,086

Q33.
Your application is not complete without a completed spreadsheet and may not be considered by the committee. All funding category line items and their dollar amount/cost should be listed in the spreadsheet. Please download the spreadsheet template at https://www.uwb.edu/studentaffairs/safc/annual. Complete the spreadsheet, save it with your proposal name and EMAIL to safuwb@gmail.com by 5pm on January 7, 2020.

Location Data
Location: (47.499801635742, -122.00859832764)
Source: GeoIP Estimation