

SAF Annual Proposal Form for the 2015- 2016 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 24, 2014 until 5:00pm on January 14th, 2015. 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 2015 to 2016 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 6, 2015 and February 13, 2015. 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/studentlife/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 3, 2015. 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.

SUBMITTED BY
Dexter Chan
dchan@uwb.edu
Jan 14, 2015, 12:57PM PST

ON BEHALF OF
Achieving Community Transformation

SAF Annual Proposal Form

[Required] Proposing Group Achieving Community Transformation (ACT)

(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)

[Required] Department/Organization Office of Community Based Learning and Research

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person Dexter Chan

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Contact Email Dchan@uwb.edu

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.

[Required] Contact Phone 4253523437

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.

[Required] Faculty/Staff Member Kara Adams

Please discuss your request with a staff or faculty member (i.e. Student Life Staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual.

[Required] Faculty/Staff Member Email KAdams@uwb.edu

Please provide the email of the faculty or staff member you discussed your request with.

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives: <http://www.uwb.edu/21stcentury>

Achieving Community Transformation (ACT) Student Leads – These student positions foster collaboration between UW Bothell and the greater community through planning community engagement projects and service-learning opportunities for students to take part in. These could include, MLK Day of Service/Week, Alternative Spring Break, Cesar Chavez Awareness, Volunteer Local Fair, Hunger Banquet, Worlds AIDS Day, environmental advocacy trainings, community benefit fundraisers (such as food, clothing, books, walks). In planning these activities, the ACT Leads will collaborate with multiple community organizations in the Greater Bothell Area, in addition to multiple offices at UW Bothell, to create a more inclusive, involved, caring environment. These students will also conduct site leader trainings and facilitate reflection activities for other students. Students participating in these positions will take the lead role in coordinating these events, and gain valuable experience in building relationships inside and outside an organization which will prepare them for success in their careers. These students will develop leadership, organizational, communication, and time management skills. ACT and its activities are programmed with the 21st Century Initiatives in mind... Growth : ACT allows current students to interact within the Bothell community and through the service opportunities, students help create an image for UW Bothell that will encourage possible future students from those they interact with. Resourcefulness: ACT represents a resourceful partnership between CBLR and Student Engagement and Activities, in addition to currently partnering with Admissions and Career Services on specific programs. ACT acts as a bridge between the offices and other student organizations within UW Bothell and Cascadia College pooling together resources and creativity to offer students service activities. Diversity: Programs organized by ACT Leads revolve around subjects of environmental to social justice, and these programs educate students on social justice issues and how it intersects with service. ACT programming also aims to increase students' self-awareness of identities and multicultural competence. An example of this is the collaboration with Youth Migrant Project for Alternative Spring Break. Student-Centered: ACT's service opportunities for students can be stress-relieving, entertaining, and a chance for students to learn more about themselves and the world while giving back to the community. The larger events are student led by site leaders trained during meetings with ACT and community partners. Putting the events into the hands of student volunteers gives students a sense of ownership of the event and they feel more involved. Community: By involving students with a wide variety of community partners scattered around the Greater Bothell Area, ACT Leads enable students to give back to community resources they once used or benefited from and strengthen the community. In addition to planning ACT's own events, ACT assists other student organizations and offices that wish to collaborate with external community organizations. Innovation: ACT allows for innovation brought by each individual member to shape the programs. Collaboration with other offices and student volunteers allows for a many ideas to be voiced and recognized. Sustainability: ACT works with environmental community partners such as Friends of North Creek Forest, 21 Acres, and Morethana Farm to educate students in human, agricultural, and environmental sustainability and give students a hands-on opportunity to experience.

[Required] Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service.
- 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.

Communities are crucial for self-definition, participation, perceived safety, social bonding, a sense of purpose, and greater civic contribution. ACT works to provide opportunities for students to experience and interact together within the community. The service activities that ACT provides give students a broader world view by engaging them with cultures, ideas, and communities both similar and different from their own. Students are also able to test out vocational interests through participating in different service projects. Service is a valuable means in which students learn the skills to excel in the work force after higher education. Students have expressed satisfaction, gratitude, and praise for previous years' ACT programs and interest in future community engagement programs. Community service partners are grateful to have us back and the environmental benefits generated during the environmental service projects benefits several neighborhoods. Alternative Spring Break programs specifically reach out to out-of-state and international students who live on campus over Spring Break.

[Required] 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.

We propose that the 2015-2016 ACT team will plan at least six community engagement programs. Three ACT leaders will train at least 20 student site leaders. The larger annual service projects such as MLK Day of Service, Alternative Spring Break, and the Volunteer Local Fair benefit an average of over 100 UW Bothell students each. The smaller service projects are estimated to benefit 20 – 30 UW Bothell students each.

[Required] 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 track how the event/program/service went? How would you track how successful it was and what you could change in the future?

ACT Student Leads use reflection activities and surveys to assess program satisfaction. ACT Student Leads also utilize registration information such as class level, major, etc. to assess the reach of the program amongst the student population. This current year, the ACT Students are diligently using last year's post survey results to improve upon ACT events and decide how to make the events more successful.

Additional Information

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

ACT will work within the office of CBLR, collaborating with Student Engagement and Activities. Student Engagement and Activities staff will be invited to facilitate key components of ACT's initial training and also participate in planning committees for large ACT related events. ACT students will have access to two student worker computers in the CBLR Office.

We advocate for ACT leads to be paid by stipend, because service programming can fluctuate in time allocation while being continually productive, and it is a project-oriented job rather than a shift-oriented job.

In this past academic year, ACT students have been supported by a very part-time Program Assistant position at 10-12 hours a week. The Interim Director of CBLR has been added more responsibilities to her plate, and has had less and less capacity to be present to advise the ACT students. The ACT students need more support than a 10-12 hour Program Assistant, as frequently the ACT students work in the CBLR Office with no one present for guidance, as the Program Assistant only comes in to work two half days.

Salary/Wages

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

\$21,600 (3 students, 15 hours per week, \$12 per hour, 40 weeks) Divided into stipends for three students paid each quarter.

\$13,868 (ACT Program Assistant, 20 hours per week, \$16.51 per hour, 42 weeks)

Benefits ACT Student Leads \$3,564 (.165 for load rate)
ACT Program Assistant \$2,357 (.17 for load rate)

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box. If you included salaries/wages in the above field, you must calculate the applicable benefits.

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. If your request includes security and you would like an estimate, please contact UWB Security at 425-352-5359.

\$1500 for MLK Day of Service (includes food, facilities, and equipment)
\$2000 for Alternative Spring Break (includes food, transportation, and equipment)
\$300 for Volunteer Local Fair
\$450 (\$150 per additional program/ event, 3 events)

Facilities Rentals/Set-Ups No answer submitted.

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.

Printing & Photocopying \$200 (site leader packets, marketing, thank you cards)

Describe the funds you are requesting in detail below.

Please put the total dollar amount of printing/photocopying in the bottom of this box.

Office Supplies No answer submitted.

Describe the funds you are requesting in detail below.

Please put the total dollar amount of office supplies in the bottom of this box.

Food/Refreshments

Describe the funds you are requesting in detail below.

Please put the total dollar amount of food/refreshments in the bottom of this box.

Please review the food policy/food form for the University policies before submitting your request at the following link:

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

\$144 Lunch food for ACT Student Leaders initial training (3 days, \$12 per person, 4 people including ACT Program Assistant)

Equipment Rentals/Purchase No answer submitted.

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.

Transportation No answer submitted.

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 put total dollar amount of transportation in the bottom of this box.

Meals and Lodging for Travel No answer submitted.

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/category/21287>

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.

Telecommunications No answer submitted.

Describe the funds you are requesting in detail below.

Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).

Please put the total dollar amount of telecommunications in the bottom of this box.

Other No answer submitted.

Please include any other expenses that don't fall under any of the above categories in detail.

Please put the total dollar amount of other in the bottom of this box.

[Required] Total Amount Requested \$45,983

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error. Round your final total up to the nearest dollar.

[Required] Terms and Conditions I Agree

-I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/safc/safbylaws>

-I understand that once submitted, adjustments cannot be made to the total amount requested above.

-I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 6, 2015 and Friday, February 13, 2015. Someone from my group will be available to attend a brief hearing scheduled during that time frame.