

# SAF Annual Proposal Form

**Question 1. \* (Indicates a required field)**

Proposing Group

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

Achieving Community Transformation (ACT)

**Question 2. \***

Department/Organization

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

Community-Based Learning and Research (CBLR)

**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.

Neha Chhabra

**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.

chhabneh@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) 530-1565

**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.**

Shauniece Drayton

**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.**

sad23@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 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) Lead student positions foster collaboration between UW Bothell and the greater Bothell community through planning community engagement projects and civic events for students to take part in. For the current 2016-2017 academic year, ACT has a project focus of *civic engagement* which will carry over to the next year. With this theme, ACT students have been working to promote the quality of life through both political and non-political processes on campus and within the greater Bothell community. Events ACT will continue to plan could include, MLK Programming, Alternative Spring Break, Voter Registration, a campus health fair, a post-graduation service panel, Thanksgiving service project, and other community benefit activities. In planning these

activities, the ACT Leads will collaborate with multiple community organizations in the greater Bothell area, in addition to multiple on campus organizations and offices at UW Bothell to create a more inclusive, involved, campus community and environment. ACT Leads will also conduct site leader trainings and facilitate reflection activities for fellow students. Students participating in these positions will take the lead role in coordinating some of these events, and gain valuable experience in building relationships with on and off campus partners and organizations, which will prepare them for success in their careers.

In addition, ACT Leads will offer weekly office hours for students to share resources about service-learning/volunteer opportunities and highlight the importance of these opportunities and giving back. ACT will do this by adding themselves to the official appointment system of the Student Success Center-the WC online. In addition, ACT Leads will conduct outreach to students and faculty to share who ACT is as an organization and the resources they offer to students. Through ACT programs and services students will develop leadership, organizational, communication, and time management skills.

ACT and its activities are programmed with the 21<sup>st</sup> Century Initiatives in mind. **Growth:** ACT allows current students to interact with the greater Bothell community and through the service opportunities. Students help create an image for UW Bothell that will encourage potential future students. **Resourcefulness:** ACT represents a resourceful partnership between CBLR and multiple internal offices/organizations. Last year ACT partnered with Student Engagement and Activities, Admissions, SJOs, OWLs, HEROs, ASUWB, Students Affecting Change, faculty, and Cascadia Student Life. 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 opportunities for their community. **Diversity:** Programs organized by ACT Leads revolve around subjects of environmental justice, social justice, and civic engagement. These programs educate students on social justice issues and how those intersect with service. ACT programming also aims to increase students' self-awareness of identities and multicultural competence. Examples of these are organizations like Youth Migrant Project (organization that works with migrant farm families in the Skagit Valley), the Alyssa Burnett Center (ability/disability), and Threads and Treads in the Northshore School District for MLK Programming. **Students-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. Alternative Spring Break is a large scale event that is student run by site leaders who are trained by ACT to be able to lead service project events that work with community partners. Putting the events into the hands of student volunteers gives students a sense of ownership of the event which gives them the opportunity to be more involved and invested. **Community:** By involving students with a wide variety of community partners throughout 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 events and service projects, 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 students volunteers allows for many ideas to be voiced and recognized. **Sustainability:** ACT works with environmental community partners such as Friends of North Creek Forest, 21 Acres, SAgE Farm, and the UW Bothell Wetlands

to educate students in human, agricultural, and environmental sustainability and give students a hands-on opportunity to experience.

**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.

ACT works to provide opportunities for students to interact within the community. The service activities that ACT provides give students a broader world view by engaging them with cultures, ideas, and communities similar and different from their own. Students can explore vocational interests through participating in different service projects. Students have expressed satisfaction, gratitude, and praise for previous years' ACT programs and interest in future community engagement programs.

Alternative Spring Break (ASB) is a student led initiative that gives students the opportunity to take part in educational service projects during their scheduled spring break. ASB encourages active citizenship by providing service opportunities addressing issues within the community. In 2016 ACT worked with 5 community organizations within one week with a total of 25 student participants. In a survey given to students all students agreed they learned about social and environmental justice issues that were relevant to the community organization they served. Almost all students who participated agreed they met new people and made new friendships, recognize their responsibility to serve their community, have a good understanding of the needs and problems facing the community they served, and understood their role as a community member by participating in ASB.

**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 program has been previously funded by SAF.

**Previously funded:**

- Salary/wages for 3 ACT leads
- Salary/wages for 1 ACT advisor
- Programming

- Food/refreshments
- Promotional items
- Office supplies
- Printing and photocopying

**New Allocations:**

- Operations (phone and business cards)
- Professional development for student ACT leads and ACT advisor

**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.

We propose the 2017-2018 ACT team will plan at least 2 large scale events; MLK Programming, and Alternative Spring Break. Additionally ACT will host at least 6 smaller scale events such as trainings, workshops and smaller service projects. Three ACT Leads will train between 5-10 student site leaders throughout the academic year. The larger annual service projects benefit an average of over 100 UW Bothell students each and the smaller service projects are estimated to benefit 20-30 UW Bothell students each. For each event ACT Leads will conduct pre-, during, and post reflection activities with students to establish a connection between the service project and themselves.

For the past 3 years ACT has led 3 large scale events, and 3-5 smaller scale events in the role of programming. For 2017-2018 ACT will additionally be offering weekly office hours for student appointments and act as a resource to students in their volunteering and community based learning experiences in addition to event programming.

**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?

ACT Leads use reflection activities and surveys to assess program satisfaction and learning outcomes. ACT 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 Leads are diligently using last year's post survey results to improve upon ACT events and decide how to make events even more successful and impactful.

**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).

**ACT Service Leads:**

3 ACT Service Leads:

- 14 hours/week x \$15 = \$210 per week
- \$15 per hour
- 39 weeks (Sept 1<sup>st</sup> 2017- May 31<sup>st</sup> 2018) = \$24,570
- Benefit load rate 17.9%, \$4,398 (\$24,570 + \$4,398 = \$28,968)

**Total for year: \$28,968**

**ACT Service Leads Description:**

The 3 ACT service leads will work 10-14 hours per week for a total of 39 weeks. ACT leads will be required to do 10 office hours per week and the other 4 hours will include meetings, and/or additional trainings with students, and/or community partners outside of office hours. The amount of hours may fluctuate between 10 and 14 weekly, increasing during peak times when planning/running events which is why the ACT students will be stipend.

**ACT Advisor:**

- 25 hours/week x \$20 = \$500 per week
- \$20 per hour
- 48 weeks (Aug 1<sup>st</sup> 2017-June 29<sup>th</sup> 2018) = \$24,000
- Benefit load rate 37.9% = \$9,096 (\$24,000 + \$9,096 = \$33,096)

**Total for year: \$33,096**

**ACT Advisor Description:**

In the past academic year ACT has been supported by a temporary part-time program coordinator position at 25 hours a week. Based off of the amount of training and support ACT needs to do event programming, peer facilitation, and education/awareness workshops, we recommend having a 25-hour a week advisor. The advisor will work 48 weeks in order to ensure a smooth transition between years. The ACT advisor will be in charge of the hiring process for the next year as well as need time in the summer to prepare for training ACT leads in September. It would be extremely difficult to reach students and provide the resources and community based learning opportunities to students without having an advisor to help guide us in our work.

**Grand Total for salaries and wages including benefits load rate: \$62,064**

**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.

- \$2500 for MLK Programming (includes food, facilities, equipment, decorations, transportation, and guest speakers). Food is important to provide for students when doing extended (all day) service projects in order to complete the service projects and fully engage with the community.
- \$3000 for Alternative Spring Break (includes food, transportation, equipment, and lodging for overnight stay e.g. Habitat for Humanity)
- \$600 for additional programming/smaller events (such as clothing, food drives, smaller service projects).

**Total= \$6,100**

**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.

Facilities Rentals/Set-Ups are included in programming costs.

**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.

**\$400** (site leader packets, marketing, agenda, meeting notes, thank you cards, certificates, flyers, and posters)

**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.

**\$200** for supplies for the academic year:

- Name tags
- Large poster size sticky notes
- Binders
- Pens
- Folders
- Note pads
- Card stock
- Markers
- Expo markers
- Poster board

**Question 19.**

**Food/Refreshments**

Describe the funds you are requesting in detail.

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

[http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-\(1\).pdf](http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-(1).pdf)

Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

\$384 for ACT Student Leaders initial training (8 days, \$12 per person, 4 people including ACT Advisor)

**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.

Equipment Rentals/Purchase are included in programming costs.

**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.

Transportation is included in programming costs.

**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 them 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 and on the spreadsheet.

Meals and Lodging for Travel are included in programming costs.

**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/>

- \$90 for one phone line (9 months x \$10 a month) + \$147 instillation fee: \$237 total  
A phone would be beneficial for ACT to have because when contacting external and on-campus partners, having a professional phone number would allow the partners to reach ACT (and vice versa) directly instead of calling our cell phones which get poor service in the office.
  
- General ACT business cards that can be used from year to year: \$40  
Business cards would be beneficial for ACT to have when working with community partners and organizations on campus. When tabling and meeting new collaborators, ACT can simply hand people business cards which provide tangible information for others.
  
- 1 Computer for ACT students that runs faster and more efficiently: \$1050 (ACT will also be requesting funds from the 2<sup>nd</sup> cycle of STF for a second computer to support ACT programming)  
Total = \$237 + \$40 + \$1050= **\$1,327**

**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.

- \$400 Promotional Items (T-shirts, Pens, Bracelets, and Journals) Promotional items will allow ACT to gain recognition on campus about their organization and be able to effectively reach more students.
  - \$600 A professional development fund for 3 ACT Leads
  - \$300 A professional development fund for 1 Classified Staff to gain more experience in development opportunities to help other students (site leads/ACT Leads) with their leadership roles.
- Total: \$1,300**

**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.

\$71,775

**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 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 3, 2017 and Friday, February 10, 2017. Someone from my group will be available to attend a brief hearing scheduled during that time frame.