

Results for SAF Annual Proposal Form for the 2020-2021 Academic Year (By Participant)

Results for: ID# 19399626		Submission date: 1/16/2020 3:25 PM
		Total time: 3 hours, 48 minutes, 38 seconds
Question	Response	
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Achieving Community Transformation (ACT)	
<p><i>Question:</i> Department/Organization (i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)</p>	Community Based Learning and Research (CBLR)	
<p><i>Question:</i> 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.</p>	Emily Tuy	
<p><i>Question:</i> 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.</p>	tuye@uw.edu	
<p><i>Question:</i> 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.</p>	425-352-3991	
<p><i>Question:</i> 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. 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.</p>	Shauniece Drayton	
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	sad23@uw.edu	
<p><i>Question:</i> Executive Summary of Your Proposal (500 word limit) Please provide a concise overview of the program, activity, or service for which you seek funding.</p>	<p>ACT Mission/Overview: Achieving Community Transformation (ACT) initiates and supports an ongoing dialogue with internal and external organizations to provide opportunities for service, civic engagement, and social justice based on cultivating passion and the understanding of student and community needs. ACT started in 2012, being funded through SAF for the past 8 years to provide quality programs to benefit students, faculty, staff and community partners. ACT fosters collaboration between UW Bothell and community through it's civic/service engagement programs. In planning these programs, ACT Leads collaborate with multiple community</p>	

organizations and multiple on campus organizations/departments at UW Bothell. ACT students reside in the Student Success Center to bring visibility to ACT and be accessible to students. Dr. Martin Luther King Jr. Programming: The MLK planning committee is organized by ACT and made up of multiple on campus organizations including faculty/staff who plan annual MLK events. We offer multiple types of events during January based on learning outcomes we set each year. Examples of events include interactive artwork, service projects, lobbying, film screenings, dialogue, and keynote speakers. Each year the ACT leads work with several on-campus and off-campus partners to plan events that attract students interested in social justice and service to provide an educational experience while also honoring Dr. King. Alternative Spring Break: ASB is a student led initiative that gives students opportunities to participate in educational service projects during spring break. ASB encourages active citizenship by providing service opportunities that address issues within the community. ACT Leads conduct site leader trainings for students who want to take on leadership roles facilitating one event. Site leads gain valuable experience building relationships with on/off campus partners, communication and facilitation skills preparing them for success as students and professionally. The goal of ASB is to provide students an opportunity to participate in meaningful service work. ASB allows students to gain hands on experience with social justice and environmental issues they wouldn't necessarily learn through courses. The series of events helps students make impact, meet people across majors and allows them to step outside their comfort zones. Monthly civic/service engagement events:
Other civic-engagement/service related events ACT coordinates on a monthly basis (outside of MLK and ASB) includes: voter registration, census programming, Threads and Treads service project, earth week programming, and equity student leadership workshops.

Question:

Need for this Program/Service (500 word limit)
Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community? * If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative)

ACT works to provide opportunities for students to interact on campus and off campus within the greater community. The service project and civic engagement activities ACT provides, gives 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 ACT events. The goal of ACT programming is to increase the sense of connection to community. These are important for both the psychological well-being of students and also for retention of students (if students feel a stronger sense of belonging within their community on campus, they are more likely to retain and complete their course work/major). Students have expressed

satisfaction, gratitude, and praise for previous years' ACT programs and interest in future community engagement programs. ACT Leads have been able to assess this data by creating post-surveys that ask students questions, which align with the learning outcomes, as well as satisfactory questions to ensure that the event pertained to student interest and/or needs.

One specific example of this is Alternative Spring Break (ASB) 2019. In 2019, ACT worked with 5 community organizations within one week with a total of 32 participants and a total of 25 survey respondents. We gave students a survey and on a scale of 1 being the no/the worst and 10 being yes/the best, these students ranked an average of 8.52/10 for learning about environmental/social justice issues across all the ASB events. As well as 8.72/10 for being introduced to new volunteer opportunities for future projects. Overall average of student satisfaction was at an incredible 9.32/10. The surveys show the majority of students enjoyed what they were participating in and learned something. One specific example of this would be Dr. Martin Luther King Jr. Programming. In 2019, ACT worked with two off campus community organizations and five internal partners within two weeks. There was a total of 239 student participants. We surveyed students and on a scale of 1-10 (1 being no/the worst and 10 being yes/the best), students were asked if they enjoyed the events and they gave an average rating of 9.17/10. Additionally, students gave an average rating of 8.21/10 when asked if they were able to connect the life and legacy of Dr. King to current events. Overall, the ratings were high - indicating that students not only enjoyed the events but were also educated on Dr. King through the programming events offered. Quotes from post surveys about MLK events when asked "What did you learn from this event?":

"How to better engage in the community and help out in terms of civil activities".

"Got new insights, learned new facts. Before this event my only exposure to police brutality was the film The Hate U Give".

Question:

New Request or Previously Funded (500 word limit) 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. If this is a one time funding request, please note that in the description.

Previously funded:
 Salary/wages for 3 ACT leads
 Salary/wages for 1 ACT advisor
 Programming
 Food/refreshments for ACT training
 Promotional items
 Office supplies
 Printing and photocopying
 Professional development 3 ACT leads
 Professional development 1 classified staff
 Operations (business cards, phone)

New allocations:

Introduce a fourth ACT lead for year 2020-2021

Question:

Strategic Plan/5 Year Goals (500 word limit)
Please describe your strategic plan or description of your key strategic goals over the next five years.

Growth of employees
Having 4-5 ACT Leads over the course of 5 years allows programming to reach a broader group of students and have a larger impact on campus
More members allows for a higher capacity and ability to offer a wider variety of programs for students and partners (ex: equity workshops) It would also give ACT the ability to work on multiple projects at once by splitting responsibilities.

Increase non-partisan civic engagement programming
Partner with on-campus organizations on voter registration. ASUWB has led voter registration in past years. ACT has partnered for the past 3 years to get students registered to vote by tabling and doing classroom visits. In the next year ACT would like to train our students in the summer to be in partnership with ASUWB to do this important work. In the next 5 years we hope to have a strong and established partnership with ASUWB and the WA BUS as part of ACTs role on campus raising awareness and promoting civic engagement.

According to statistics provided by ASUWB students aged 18-21 have the fewest number of registrations by age category at the university. Our goal in working with ASUWB and the WA BUS would be to increase the number of 18-21 year old registrants from 64.68 to 80 in the next 5 years.

Develop a service/civic engagement retreat for students
ACT students currently train other students to be site leads for ASB, however we would like in the next 5 years to develop a day long or overnight civic leadership retreat for students who are interested in civic engagement and service work
A civic leadership retreat would allow students to do deep personal reflection as well as define how they want to be leaders civically in their communities. From our experience and survey feedback from ASB 2018, data shows a greater impact on participants with overnight service trips compared to day trips. A day long or overnight retreat would allow time to bond and build deeper relationships with each other. Allowing students to be present with one another in formal and informal settings allows for deeper community building.

Deepen diversity and equity
One way to accomplish this is creating intentional partnerships with external organizations whose mission aligns with ours. (Ex: MLK programming we intentionally chose an organization that has a diversity equity lens.)
Last year about 23% of community partner organizations had a diversity/equity lens or mission statement. By 2024, we would like to increase that number to 70% of community partnerships to bring more aligned intentionality into our programs. This year (2019-2020) we

have increased that number by about 10% being more intentional about partners for MLK programming 2020. We are at a total of 33.3%.
 Deepen connection with staff/faculty
 Inviting faculty/staff on ASB service trips as staff moderators. Faculty/staff are able to implement academic or career expertise into the event deepening learning for students.
 Inviting faculty/staff to campus events

Question:

Program Benefit Estimate number of students that will benefit from your proposed program/service (500 word limit). * 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 estimate that 300-350 currently enrolled students will benefit from ACT programming over the academic year. The 2020-2021 ACT team will plan two annual events; MLK Programming and Alternative Spring Break. ACT will also host monthly service/civic engagement events throughout the academic year outside of MLK and ASB. Events can include: voter registration, workshops, and service projects. ACT Leads will train between 5-6 student site leaders throughout the winter quarter in preparation for Alternative Spring Break. The larger annual events benefit an average of 75-100 UW Bothell students each and the smaller monthly service projects are estimated to benefit 12-18 UW Bothell students each on average.

Benefits:

- Connecting students to community organization/partners
- Community-building on and off campus
- Connecting classroom to real-world experience
- Leadership experience
- Resume-building: connecting students to potential future job/volunteer opportunities
- Awareness building (environmental justice, civic engagement, social justice)

The individuals that are targeted to benefit from ACT's programming are students. However, in addition faculty, staff and community partners are also people that benefit from ACT's programming because we work directly with them

Community partners benefit from ACT's programming because these are the organizations we are directly serving. One example is a community partner ACT has sustained a relationship with over the last 5 years, the Tri-Parish Food Bank in Burlington. This food bank has directly benefited from ACT's service by us bringing in volunteers each year and our students are benefiting from the learning and experience of the service project. Faculty benefit from ACT's programming because we have had many cases in which faculty incorporate some of the programming into their curriculum for extra credit as well as faculty joining the MLK planning committee (ex: MLK speaker events)

Staff benefit from ACT's programming because they have a chance to get involved and exercise their community service and contribution towards the school. It may also allow them to feel

connected and closer to the campus and it's students (Ex: staff moderator for ASB trips)

Question:

Financial and Operational Health (500 word limit)
How do you plan to assess the program or service? Please describe any metrics or operational targets your unit uses to assess its financial and operational health? Describe the metrics, the metric targets and actuals of metrics. (E.g. student- student employee ratios, student-to-staff ratios, in-process measures).

We plan to keep track of attendance, satisfaction and learning outcomes for each event by having a post-survey and compiling the data after each event. In addition we gather data directly from students when they register for our programs online. We also incorporate pre, during and post reflections as a part of our events which gives us verbal check ins during the events that we can use as feedback right away.

Operational Health
ACT is a part of the Office of Community Based Learning and Research (CBLR) and structurally under the Teaching and Learning Center (TLC) The ACT Team currently has a space in the Student Success Center (UW1-160) to allow visibility and exposure to students

Budget tracking
The ACT advisor tracks the ACT budget through MyFD
We have admin in the TLC that help us with budget reconciliation and making approved purchases (Robyn Smidley who is in possession of a pro-card)
ACT advisor uses an excel spreadsheet to keep track of all of our budgetary transactions and purchases throughout the year. We cross reference MyFD with our excel spreadsheet
Over the years ACT has never gone above our allocated budget. We have been able to grow sustainably by partnering with on and off campus partners. There have been a couple cases where we were below our allocated budget due to unforeseen circumstances. Such as a partner giving us free lodging for an overnight service project and another for a student employee unexpectedly getting work study.

Currently there is 1 staff to 3 student ratio in ACT
We also have an admin in the TLC who helps with budget reconciliation and purchases

There are currently 3 ACT Leads that support the UWB Student Body, we are requesting to have 4 for year 2020-2021 so that we may expand programming capacity

Question:

Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.

Last section of question 8:

Reflection/leadership development:
A key component of ACT's programming is reflection during service projects. During longer service projects, ACT Leads coordinate a pre-reflection, during reflection, and post-reflection allowing students the opportunity to reflect on the work they are doing in community. Another component to ACT is leadership development for other students. ACT leads train ASB site leads to lead

reflection and communication with participants and partners, providing students the opportunity to hone leadership skills.

Newsletter:

The ACT/CBLR monthly newsletter is a communication format started in 2018. We feature civic engagement/volunteer opportunities, student stories, ACT events, and campus/community partnerships. This newsletter gives visibility and recognition to ACT while also serving as a marketing tool. The newsletter reaches hundreds of students per quarter.

Question:

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: (4 ACT Service Leads)
September 3rd, 2020 - May 31, 2021
(41 weeks = 9.5)
14 hours/week x \$17 = \$238 per week
for 41 weeks = \$9,758 * 4 = \$39,032
Benefit load rate 20.9%, \$8,158
(\$39,032 + \$8,158 = \$47,190)
Total salary \$39,032 plus benefits
20.9% = \$47,190

Total for ACT student salaries including benefit load: \$47,190

The 4 ACT service leads are on hourly pay with an average of 14 hours per week for a total of 41 weeks. Duties include office hours, meetings with team and internal/external partners, communicating and coordinating with external partners via email and phone, marketing, developing assessments/surveys, analyzing survey results through program reports, committee meetings, ACT events, and trainings. During peak busy times such as training, MLK programming, and Alternative Spring Break, student hours can increase significantly up to 19.5 hours during classes to 25 hours per week during breaks. With the potential of fluctuating hours students will be able to reduce hours during slower weeks following heavy programming in order to stay within budget.

ACT Advisor:

August 3rd, 2020-June 30th, 2021 (47 weeks = 11 months)
28 hours per week
\$24.46 per hour (Aug 3rd 2020-Sept. 30th 2020)
\$24.46 per hour *30 hours per week *
7.5 weeks = \$5503.50

\$25 per hour (Oct 1st 2020-June 30th 2021)
\$25 per hour *30 hours per week *
38.5weeks = \$28,875 34,378.50
Benefit load rate 41.2% = \$14,164
(\$5,503.50+ \$28,875 = \$48,542)

Total for ACT Advisor salary including benefit load rate: \$48,542

ACT Advisor Description:

The salary calculations are split up above into 2 parts as there will be a 2 step increase in pay on October 1st 2020 for the ACT advisor in this position. ACT has been supported by a part-time program coordinator position at 25 hours a week for the past 3

years. We are requesting an increase in hours at 30 per week for the 2020-2021 year with increased responsibilities of a fourth ACT lead. In addition to this the ACT advisor with continue with normal duties such as training and supporting ACT leads through event programming, service projects and civic events. The advisor will work 47 weeks (11 months) 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 ACT leads & Advisor salaries and wages including benefits load rate: \$95,733

Question:

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.

\$2,000 for Alternative Spring Break (includes food, transportation, equipment, and lodging for overnight stay)

\$1,600 for additional programming/trainings/monthly service projects and events (such as clothing, food drives, hosting partners on campus for workshops, taking students to trainings such as civic bootcamps).

Total= \$6,100

Question:

Facilities & Equipment Rentals/Set-Ups/Purchase Describe the funds you are requesting in detail below. If you require facilities or equipment rentals/set-ups/purchase, 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 and equipment in the bottom of this box and on the spreadsheet.

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

Question:

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.

\$350 (site leader packets, marketing, agenda, meeting notes, thank you cards, certificates, flyers, and posters)

Question:

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.

\$250 for supplies for the academic year:

Name tags
Large posters
Sticky notes
Binders
Pens
Folders
Mailing labels
Note pads
Card stock

	<p>Markers Expo markers Poster board Thank you cards</p>
<p><i>Question:</i> Food/Refreshments Describe the funds you are requesting in detail. Please indicate why food is necessary in your proposal. 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.</p>	<p>\$750 for ACT Student Leaders initial training in September and one training day in December (10 days, \$15 per person, 5 people including ACT Advisor)</p>
<p><i>Question:</i> Transportation and Travel Describe the funds you are requesting in detail below for business travel (indicate 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. Please put total dollar amount of transportation and travel in the bottom of this box and on the spreadsheet.</p>	<p>Transportation is included in programming costs.</p>
<p><i>Question:</i> Professional Development Describe the funds you are requesting in detail below. Please indicate number of students, staff, and the dollar amount. This should include all costs associated with registration, air or ground travel, meals, lodging, per diem, etc. 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 flight bookings are done through the University. Please provide justification for out of state travel. Please put the total dollar amount of professional development in the bottom of this box and on the spreadsheet.</p>	<p>\$1,400 for 4 ACT Leads (Undoing Institutional Racism Training in Seattle \$350 each, civic bootcamp \$0 with scholarships, equity and inclusion conference \$0)</p> <p>\$500 for 1 Classified Staff (ACT Advisor) to gain more experience in development opportunities to help students (site leads/ACT Leads) with their leadership roles. (Ex: Undoing Institutional Racism Training \$350, Impact Hub Seattle Workshops)</p> <p>Total for professional development: \$1,900</p>
<p><i>Question:</i> 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/</p>	<p>\$10 per month for one phone line (12 months x \$10 a month)= \$120 total</p> <p>A phone is necessary for ACT to stay in contact with external and on-campus partners, having a professional phone number allows the partners to reach ACT (and vice versa) directly instead of calling personal cell phones which get poor service in the office.</p> <p>Total = \$120</p>
<p><i>Question:</i> Other 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 and on the spreadsheet.</p>	<p>\$600 Promotional Items (T-shirts, Pens, water bottles, and journals)</p> <p>Promotional items will allow ACT to gain recognition on campus about their organization and be able to effectively reach more students. This will also allow ACT leads to have visibility, like t-shirts to wear to events.</p>

	Total: \$600
<i>Question:</i> 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.	105802.00
<i>Question:</i> 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 late applications will not be accepted, except at the discretion of the Committee, and completed applications include a narrative as well as a spreadsheet. 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 8:30am and 11:30am, tentatively scheduled for Friday, January 31, 2020 and Friday, February 7, 2020. Someone from my group will be available to attend a brief hearing scheduled during that time frame.	I Agree

Questions or comments?
[Contact us](#) or email catalysthelp@uw.edu
