

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

Results for: ID# 19397082		Submission date: 1/15/2020 10:56 AM
		Total time: 12 minutes, 22 seconds
Question	Response	
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Activities and Recreation Center	
<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>	Activities and Recreation Center	
<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>	Jasmine Chatten	
<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>	jchatten@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>	425-352-3818	
<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>	Emily Christian	
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	Emilyc24@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>This request has been submitted and funded previously. It was called Recreation and Wellness Fitness Desk before. The Activities and Recreation Center is seeking funding for one of the two student positions at the ARC Fitness Desk. This student position is essential with keeping the Fitness Center operating for the student population to use at both UWB and Cascadia Campus. We ask for a second student position in the Fitness Desk to allow the ARC to continue their commitment with safety in this high-risk area. Having two student employees in the Fitness Center allows the ARC to not only provide supervision with risk but also to provide customer</p>	

service, along with continuing to support services for other departments that are housed within the ARC. Services such as program support for Recreation and Wellness, and table cloth cleaning for Student Engagement and Activities and Cascadia Student Life.

*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)

The Activities and Recreation Center is a place where students are able to take a break from their lives and go to a place where they can relax and unwind in any way they chose. From the Fitness Center to our gaming alcove or to our 2nd floor over look, the ARC serves as a place for students to go when they need a break. In particular the Fitness Center is an active location on campus where students are able to physically move and work on their physical and mental health. The Fitness Desk in particular is a support area for students to utilize when they need to additional fitness equipment and also a support area for programs. The Fitness Desk not only serves the students who utilize the space they also function as a hub of information for programs. Students have been trained to share information about outdoor trips, fitness classes and intramural programs. They also serve as a check in point to ensure students are not walking into the Outdoor Gear shop. Lastly, the fitness desk also serves as an emergency response location. Participating in physical activity can come with risks, and some of those risk include injury. Having two students at the Fitness Desk ensures that at least one student employee is always at the desk to keep watch of safety while the other can conduct tasks such as laundry and or cleaning. When injuries take place, the two students are able to work together as a team to ensure the best care is given. Without having two students, the services we would be able to provide would be limited and the quality of safety response would decrease. As campus grows, the need for places for students to go will also increase. The Fitness Center proves to be a busy location for students to go to in-between classes and going home. It is essential that this area is staffed properly in order to meet students' needs of using the space.

*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.

This request has been funded for the past, though under a different name. In the past this request has come from Recreation and Wellness. Due to operational changes in the space the Activities and Recreation Center will be requesting funding for one student position at the Fitness desk. All parts of the funding request have been approved such as; Student hourly salary, CPR Certifications and staff uniforms. The minimum wage increase has been included in this proposal.

*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.

The ARC will continue to move forward with our goals of being a welcoming and inclusive space for students. We are continuously taking student feedback to improve operations and the students who work at the fitness front desk are a key place for suggestions and improving operations. As we move forward with departmental changes, it will be more important to ensure that the Fitness Center, among other programs and places in the ARC are utilized to the upmost potential by students.

We will continue to thrive in the success of student input and always seek guidance and involvement of our student users through the Student Facility Advisory Committee to help keep the ARC Building along with the Fitness Center up to date with the current trends.

Lastly, by empowering students to take on different roles, we are allowing the students to build a strong network of relationships among staff and faculty as well as other individuals in the field across the region and nation. We are empowering students to put a focus on career goals and professionalism outside of the workplace. Through the training that we provide to set our student employees up for success we are providing transferable skills that can be utilized outside of the ARC. Students attain strong critical thinking skills and problems solving skills in this role as well. Most importantly, in their roles they are able to take their positions and put on a social justice lens on it and ensure they are providing a safe, inclusive space for members and questions whether it is by having courageous conversations, utilizing inclusive language or simply being aware of various clubs and organizations or upcoming events on campus.

*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.

The Activities and Recreation Center is a dual institutional building that serves student from both Cascadia College and University of Washing Bothell, which totals to about 9,000 students on campus.

Based on the data from 2018-2019 academic year there were roughly 29,000 visits into the fitness center. Of those 29,000 visits, 2,416 were unique visits. Unique visits are defined as the number of individuals using the facility at least one time, therefore showing that the 27% of the student population at one time or another visited the ARC. Looking into the 19-20 academic year we are projected to meet the same numbers.

The Fitness Center provides a place for students to visit and stay physically and mentally healthy. Studies have shown that physical fitness has many benefits for the mental and physical body such as increase of focus and concentration and stress relief.

Outside of students using the space, we anticipate that faculty and staff will also benefit from purchasing memberships. During the 2018-2019 academic year

	we had about 600 faculty and staff from either institution check in to the ARC. Looking into the 19-20 academic year we will be close to hitting the same number of visits.
<p><i>Question:</i> 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).</p>	<p>The students at the ARC take an hourly head count of the entire building to help give us a picture of when the facility is being used. We consolidate all of the heads counts and take averages to give us a bigger picture of when the building utilization. We also have a software system called Fusion that allows us to track how many individuals have checked into the fitness center, along with figuring out our unique users. Fusion is how we are able to provide the above data on number of students using the fitness center on a daily, weekly and annual basis. All of this data allows the ARC to understand trends throughout the weeks, academic quarters and years. This will allow us to determine if the ARC is meeting our goals with students utilizing the fitness center, along with seeing if our trends match those of campuses similar to our size.</p>
<p><i>Question:</i> Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.</p>	n/a
<p><i>Question:</i> 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).</p>	<p>Salary- Student/Hourly Fitness Center Desk Coverage (July 1 - Dec 30) 1876.5 hours @ \$16.39/hour = \$30,756</p> <p>Salary- Student/Hourly Fitness Center Desk Coverage (Jan 1 - June 30) 2092.5 @ 17.00/hour= \$35,573</p> <p>Salary- Student/Hourly 50 Hour Training for 9 employees (40 hours at \$16.39; 10 hours at \$17.00)= \$826</p> <p>Salary- Student/Hourly 1 hour/quarterly/Meetings for 9 employees (4 hours at \$16.39; 8 hours at \$17.00)= \$1,814</p> <p>Other Staff Uniform= \$500</p>
<p><i>Question:</i> 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.</p>	n/a
<p><i>Question:</i> Facilities &amp; 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.</p>	n/a
<p><i>Question:</i></p>	

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.	n/a
<i>Question:</i> 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.	n/a
<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: <a href="https://www.uwb.edu/finance/food-approvals">https://www.uwb.edu/finance/food-approvals</a> 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: <a href="http://finance.uw.edu/travel/meals#perdiem">http://finance.uw.edu/travel/meals#perdiem</a> Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.	n/a
<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.	n/a
<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: <a href="http://www.gsa.gov/portal/content/104877">http://www.gsa.gov/portal/content/104877</a> 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.	Professional Development CPR Certifications (9 employees at \$40)= \$360
<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. <a href="https://itconnect.uw.edu/service/campus-telephone-services/">https://itconnect.uw.edu/service/campus-telephone-services/</a>	N/a
<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.	Other Staff Uniform= \$500
<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	84242

spreadsheet here. These numbers should match line item for line item.

*Question:*

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

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

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