

Q15. Proposing Group Information

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

ARC- Activities and Recreation Center Fitness Center Information Desk

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

ARC- Activities and Recreation Center

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.

Jasmine Chatten

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.

jchatten@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.

Madison Collins

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)

The Activities and Recreation Center is seeking funding for 50% for one Fitness Center information student position in the Activities and Recreation Center (ARC). Within this request the ARC assumes that operations will go back to full time to support campus post covid. 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 this funding to allow the ARC to continue their commitment to safety and access control in this high-risk area. Having a student stationed at our fitness center information desk not only provides supervision with risk but will also provide customer service, along with commitment to access control to ensure fee paying students and membership purchasing faculty and staff are the only individuals accessing the space.

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)

The ARC is a place where students are able to take a break from their lives and go to a place where they can relax, 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 find community, engagement and peace. 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 center information desk in particular is a support area for students to utilize when they need additional fitness equipment for the outdoor sports complex as well as serving as an information hub. This area also services as a check in point to ensure students are not walking in to the fitness center space without having proper access. Lastly, as we cannot predict what life will be like post covid. The fitness center information desk can serve as an attestation check in location. Because the intention is to move the information desk to the lower level lobby, the new work station allows the ARC to create a one-way entrance and exit. Students at this desk will be trained on proper physical distance protocols to ensure students in the space are staying safe and healthy. Because this desk will be the first interaction students will have with the area, students will be trained on policies and procedures to ensure students upon entering are set up for success.

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?

During the 2020-2021 SAF proposal that ARC asked for 100% funding for one of the two student positions within the ARC fitness center. This year the ARC is submitting two sperate, 50% requests, one for the Fitness Center information desk and one for the Fitness Center Attendant, new position.

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)

The ARC will continue to move forward with our goal of being a welcoming and inclusive space for students. As campus grows, we at the ARC would like to be able to see the fitness center be utilized to its full capacity. In the future we would like to expand the building hours and be able to support more programming for the ARC and Outdoor Sports Complex. Funding for this position plays a key role, without it we would not be able to fully function as a supportive and safe space for our student population.

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)

The Activities and Recreation Center is a dual institutional building that serves students from both Cascadia college and University of Washington Bothell, which totals to about 9,000 students on campus. Based on the data from 2019-2020* academic year there were roughly 24,000 visits into the fitness center. Because 2019-2020 was cut short due to covid, the visits only reflect the full Fall and Winter quarter. Based on the trends the ARC was on track to exceed 30,000 visits, more then 2018-2019. 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, concentration and stress relief. Outside of students using the space, we anticipate that faculty and staff will also benefit from purchasing memberships. During the 2019-2020* academic year we have about 300 faculty and staff from either institution check into the arc. Because of the academic year being cut short the number is lower then the years past.

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.

The ARC is requesting funding for 50% of student salary positions needed to operate the Fitness Center Information Desk. Funding for salary is based on building hours for the 2021-2022 academic year, with anticipation campus returns to full operating capacity post covid. Salaries also take into consideration student staff training for four full time (19hours/week) students which includes training, CPR certifications, departmental in services and student manage one-on-one meetings per quarter. The students in this position are in-charge of three main categories: access control, customer service and supporting the outdoor sports complex for equipment rental and inquiry.

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

Q20.

Office Supplies

- Note office supply expenses

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.

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.

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>

Q29. Operations

- Please describe operational items. This includes telecommunications, business cards, computer purchases, equipment, new hire packages, digital resources, etc.
- Phone lines should be calculated at \$10 per line per month

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.

CPR certifications for 4 student employees.

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.

\$40,124.00

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.

