

# Results for SAF Annual Proposal Form for the 2019-2020 Academic Year (By Participant)

Results for: ID# 18487215

Submission date: 1/17/2019 1:22 PM

Total time: 10 minutes, 15 seconds

Question	Response
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	<p>ASUWB</p>
<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>	<p>Associated Students of the University of Washington Bothell</p>
<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>	<p>Zachary Nelson</p>
<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>	<p>asuwbtre@uw.edu</p>
<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>	<p>2063549520</p>
<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>	<p>Sam Al-Khoury</p>
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	<p>sea2@uw.edu</p>
<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>We, the Associated Students of the University of Washington Bothell, are the official representative voice for all students within the University. We exist to empower our student body through: serving as a liaison between the students and faculty, staff, alumni, and administration; and diligently Serving with integrity, honor, and enthusiasm while always aware of our University's proud tradition of academic excellence. Each year, ASUWB officers are required to fulfill an increased amount of responsibilities including, but not limited to; participating in more university committees; advocating for more student concerns, issues, and needs; communicating with faculty, staff, and administration; and disseminating information on student opportunities (i.e. Scholarships, events, workshops, job openings, leadership development, official university news, and</p>

pertinent city, county, state and federal legislation). Each member of ASUWB is responsible for managing programs such as Holly the Husky, Student Supply Tables, Student Academic Enhancement Fund, Campus Food Trucks, Student of the Month Awards, Washington Students Association Membership, Student Discount Program, as well as a multitude of events and other programs. Student government officers are required to attend every meeting of the board, hold weekly office hours, and develop relationships with student organizations while constantly upholding a high level of professionalism. As the campus community continues to grow, each officer has a consistently increasing responsibility to best represent their constituents. We have established and are striving toward an ambitious set of goals for our team to ensure we continue to serve students in a professional and effective manner. In order to achieve our goals, we have created a series of objectives to strengthen the power of the student voice by advocating for its presence in University decisions. We are committed to strengthening our connection with students by making our organization more accessible, transparent, and approachable. We actively participate in student discussions to listen, and ensure that our goals and objectives align with the needs of the student body. Additionally, we strongly advocate for access and affordability to higher education by fighting for college affordability, capital investment, community well-being, civic engagement, campus diversity, veteran services, healthcare and transportation.

*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 Associated Students of the University of Washington Bothell (ASUWB) is the sole organization in the University of Washington Bothell that works wholly to advance and serve the interests of students. The ASUWB also serves as a conduit that connects the students of our campus to its administration and we are a guiding voice for students on an array of committees. The ASUWB is specially positioned to represent students and advocate students because it is an autonomous organization comprised of elected student representatives.

ASUWB's work include but are not limited to expanding dietary options on campus through our food truck program, support of Food surveys and launch of new Vietnamese food options in Common Grounds, organizing of quarterly Town Halls dedicated to niche student concerns or discussion , sitting on over 50 committees across all three campuses, managing of our Holly the Husky program , and the launch of our Health and Wellness Resource Center resources. In addition, ASUWB has led initiatives including advocating of the sports field, Diversity Center, Who Am I? Professional event series, and UWB Leaders program with over 8 UWB Leaders this fall 2018. . Currently with the help of SAF funds we are working to send students around the world to conferences utilizing the SAEF program. These are just a few of the many services that ASUWB offers and advocates for.

*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.

The Services and Activities Fee has funded and been the sole funder of the Associated Students of the University of Washington Bothell since its original inception. And in addition to the ASUWB SAF funds similar groups such as the campus events board and the social justice organizers. Overtime the ASUWB has grown and evolved to meet the increasing needs of students as a result the scope the ASUWB's mission has expanded. Although there has been considerable reconstruction this past year, we are replacing reducing our overall staff count. As a result, we are allowing for more budget to support students instead of salaries. This allows us to have a separate line item for our WSA student and for more money towards the SAEF fund as well as other programming based line items.

*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.

ASUWB's goal is continue the work that students have been doing on our campus since ASUWB's creation. This includes advocating for students and their needs whether that's healthcare, food options, transportation, clubs, or a variety of committees. It's up to us to ensure that the students voice is heard throughout all levels of the administration. Without us, there would be no way for students to get their needs met in the same way since as students we have a better understanding of what student is going through.

*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.

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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 entire student body stands to benefit from our programs and services. The ASUWB is the sole representative organization on campus for the student body that serves to advance and enhance the student experiences. We carry a unique mandate in that we are elected by the student body of the University of Washington Bothell.

Benefits the ASUWB brings to the student body is its unique position as the elected representation of our students that pay the fees that fund us. We are all required to hold office hours and are directed to work to enhance the student experiences. Because of our mandate we have the moral authority and organization to represent our students on the school committees that guide the future and development of UW Bothell. In addition to representation we run programs such as the table supply program that provides students with school materials such as, staplers, tape, hole punchers, and other needed supplies. We also schedule and choose the food trucks on campus providing increased food options and lower costs for meals, while keeping in mind dietary restrictions. We cultivate information and poll students to find their priorities and we advocate for them. And we keep our students informed with weekly newsletter updates.

*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).

Every member of student government is required to document their accomplishments on a weekly basis and upload their individual and team achievements to our meeting minutes. Members also write and publish quarterly reports that are available to the general public to read, and in addition there are presidential reports that directors write at the end of every week, this allows our President and Vice President to ensure our organization is effective at advocating for and enhancing the student experiences. We have also grown our data tracking efforts, we are in the process of creating benchmarks for our programs. For example all our email is public as well as our internal tracking tools such as slack, excel, and trello. We also lay out quarterly goals that we review throughout the year.

*Question:*

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

We have thought our request from input from every member on ASUWB. We hope that our request is fulfilled as is, since we have not exceeded what we requested last year.

*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).

The difference in wages is due to some students supervising others. (Not including benefits)  
ASUWB Treasurer (12 hrs week\*40 weeks/year\*17/hr\*1)= 8,160  
ASUWB Executive Board (19.5hrs week\*48 weeks/year \*17.5hr\*5 )= 81900  
ASUWB Senators (10hrs week\*40 weeks/year\*17/hr\*3)= 20400  
ASUWB Parliamentarian (15hrs week\* 40 weeks/ yr \*17/hr\*1)= 10200  
Legislative Liaison= 6,000  
ASUWB P and VP (19.5hrs week\*48 weeks/year \*18\*2)= 33696

*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.

ASUWB Elections= \$1,000  
We need this money to fund the election committee and for the election process to occur.  
Student Town Halls/ ASUWB Events= 500  
To engage with students and find ways to have their voices heard. Our ASUWB Town Halls have been extremely effective partnering with on-campus partners ranging from UW Admin to resources and opportunities. Our fall 2018 town halls have received 50-100 students who attended.  
Total=\$1,500

*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.

*No response*

*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.

Printing Photocopying=\$2,000  
We can use this money to print posters and other materials we need to distribute information. Outreaching to students on our campus in creative methods will be extremely useful for us. We would like to implement opportunity to expand our marketing efforts with sandwich boards to fliers and quarter sheets.  
Marketing=\$5,000  
We can use this money for marketing items and goods that require printing. Printing is expensive so this takes a lot of funds. We also need to do this to get the word out about our programs and initiatives which we plan to do at bi-weekly tabling efforts, communicating our quarterly goals, individual goals, campus wide updates, creating short promo videos, social media marketing, more customizable features on Mailchimp (our bi-weekly newsletter reaching over 3,000 clicks) interactive methods to receive student feedback, and we would like the upcoming year team to utilize software such as Canva, Slack, and Trello. In addition, this 2018-2019 academic school year, our ASUWB team utilized 95% of our marketing line item in Summer and Fall 2018. Which is presenting to be a barrier for our team starting Winter 2019 and Spring 2019 to pursue our marketing efforts.  
Total=\$7,000

*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.

Office Supplies=\$2,000  
We need office supplies for our team to operate. This includes pens and notepads as well as name tags and business cards.

*Question:*

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.

*No response*

*Question:*

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.

Local Conferences and Meetings= \$2,500  
We need this to be able to attend tri-campus meetings as well as attending local leadership conferences, lobbying in Olympia, attending WSA meetings, and other ASUWB related events or meetings.

*Question:*

Professional Development Describe the funds you are requesting in detail below. Please indicate

Conference Attendance= \$5,000  
We need these funds so we can develop ourselves as leaders by

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.

attending informative and education events such as conferences like Ted Talks.

*Question:*

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/>

Rainy Day Fund=\$10,000

This is one of the most important to fund because it allows for the flexibility of future teams to do what they want with this budget. This will provide the new team the opportunity to pursue new ideas, work towards new goals, launch new campaigns, purchase software tools to utilize team organization, etc. One of the areas that became a pain point the 2018-2019 year was not having the flexibility of these funds to help support campaigns, projects, and team organization tools that would have been helpful to maximize our ASUWB mission to a greater number of students.

ASUWB Training=\$3,000

ASUWB training is an essential part of making the team run efficiently and prepare the success of organization for every quarter. ASUWB trainings will take place starting summer quarter through spring quarter. The funds will be used for team development, supplies, food, and possible external facilitators.

Total= \$13,000

*Question:*

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.

SAEF=\$35,000

With the cost of airfare and lodging rising each year, as well as the popularity and demand for this program for students to share their research, develop their skills, and bring new insights to our UWB community we would like to allocate more of our ASUWB funds for SAEF. Our goal every quarter is to send 10-15 students to local and global conferences. However, we have faced challenges to effectively sustain our line item to continuously hit those numbers every quarter. We have made SAEF application changes to lower our SAEF award caps starting Winter 2019 to ensure those numbers are reached. In addition, we are requesting a higher amount for this line item to send more students to SAEF in the upcoming years with the two salary positions for the ASUWB Senator positions we are not requesting. SAEF will also be shared in ASUWB's blog and we are wanting to expand efforts to showcase their learnings to our community.

Holly the Husky Maintenance= \$500

General upkeep to keep Holly the Husky, our school mascot in good condition. We are needing to dry clean, purchase cleaning spray, potential ice packs for our student mascots, and replacement of potential items such as clothes, bows, etc.

Campus Supply Tables= \$2,000

Distribute supplies to students on campus ranging from staples, staplers, paperclips, an electric pencil sharpener, hole puncher, etc. This saves students money and helps with accessibility having multiple supply tables across campus.

Promo Marketing= \$2,000

We need promo marketing to help promote events and activities we are doing through marketing and swag materials.

WSA Membership Fee= \$5,000

This is a designated line item for our mandatory Washington State Association legislative and lobbying efforts as our team. Our Director of Government Relations and Legislative Liaison will be representing UWB at WSA. Every year, we bring UW Bothell students who are passionate about the student voice, policy, law, and government down to Olympia to lobby for your rights and needs on campus to the legislators of Washington State. In the past, we've played a role in getting legislation passed such as same day voter registration, a pilot open educational resource program, and the designating funds for the State Need Grant.

Our ASUWB team will be going down to Olympia to lobby for our

ASUWB 2018-2019 Legislative Agenda and we invite all UWB students to attend with us. View our Agenda Here: [https://issuu.com/asuwbothell/docs/asuwb\\_legislativeagenda\\_2019](https://issuu.com/asuwbothell/docs/asuwb_legislativeagenda_2019). We made it a seperate line this year instead or rainy day.

*Question:*

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.

272185

*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, February 1, 2018 and Friday, February 8, 2018. Someone from my group will be available to attend a brief hearing scheduled during that time frame.

I Agree