

2012-2013 SAF Annual Application

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On behalf of Associated Students of the University of Washington Bothell

2012-2013 SAF Annual Application

Program/Service Title

ASUWB

Campus Department

ASUWB

Contact Person

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Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

Abstract: 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.

Justification: In the Autumn of 2006, the very first Freshman class, 125 students, enrolled at UWB making our total student population just over 1600 for the 2006-2007 academic year. The ASUWB constitution of 2005 created a total of five officer positions to serve this population of students; the same positions we currently have today. However, there have been five officers constituting the ASUWB board since 2001. An official press release in October reported a final enrollment of 3759 students for the 2011-2012 academic year. This is a 234% growth in the student population over this time paired with no growth in the student representation to serve their needs. Next year there are projections of more than 3400 Student FTE, which could translate to much closer to 4000 total enrolled. The impact of these numbers is a daily reality to ASUWB with regard to the steady increase of responsibilities each officer is required

to undertake. Each year, ASUWB officers are required to fulfill more and more duties; sit on more committees; manage more student perspectives, opinions, and needs; communicate with proportionally more faculty, staff, and administration; disseminate more and more student opportunities, scholarships, event notifications, personal growth workshops, job openings, service availabilities, leadership development opportunities, important university news that affects students, important legislation, and so much more. In addition to this volume of information management, each member of ASUWB is responsible for managing certain signature programs such as Holly the Husky, supply tables, the Student Academic Enhancement Fund, Student of the Month awards, Cram Nights, the Freshman Council, the UWB Washington Students Association chapter, a student discount program, as well as a multitude of events, among others. Further, each ASUWB officer is required to attend every meeting of the board, hold office hours, and develop relationships with student organizations, while constantly upholding a high level of poise and professionalism.

The total amount of hours any one of us could potentially dedicate to this effort under the current structure far exceeds a full-time job. The main point here is that each member of ASUWB is more over extended this year than in any previous year, and potentially than any other student leader, and we have arrived at a point where we are unable to keep pace with the magnitude of duties we are expected to undertake. In spite of this we have established and are striving towards an aggressive and ambitious set of goals for our team this year to ensure we continue to serve students. It has been established that we will work to complete the schematic design and confirm student support for the new Student Union Building thus positioning next year's team to break ground. We are strengthening the power of our student voice by creating stronger avenues for its expression via a larger and stronger Freshman Council, a Graduate Student Council, a Student Senate, and a thriving Washington Students Association Chapter. We are committed to strengthening our connection with students by making ourselves more accessible, more visible, and more approachable by having Dawg-

Time, which is time spent in the student vistas or common areas talking and connecting with students, listening to their perspectives and challenges. We also attend student group meetings and have made huge efforts to communicate more regularly and more dynamically with students through a variety of avenues. Finally, to help alleviate the rising costs of tuition, we are expanding our student discount program, in partnership with Cascadia Community College and with the help of Rainbow Rewards. This will expand our discount network broadly in ours and surrounding communitities and give students give access to a wide variety of hundreds of new discounts.

Need for this Program/Service

In 150 words or less, please describe the need for this program or service. Please include any data that might support your proposal (e.g., the number of students who have participated in your service or program in the past). If your program is currently funded by SAF, please indicate how you have used the money to help your organization meet its goal(s).

The Associated Students of the University of Washington Bothell are elected by the students, to serve the entire student body. ASUWB is an essential entity of the University of Washington Bothell. In the capacity of the ASUWB, we serve as the sole governing body, to communicate students needs to administration, faculty, and staff. Examples of how we have successfully used our SAF funding include: Husky Huddles to increase awareness of ASUWB and campus-wide issues/initiatives; and SAEF (Student Academic Enhancement Fund) to provide students the opportunity to present and attend academic related conferences etc.

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 track how the event/program/service went? How would you track how successful it was and what you could change in the future?

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awareness of ASUWB and campus-wide issues/initiatives; and SAEF (Student Academic Enhancement Fund) to provide students the opportunity to present and attend academic related conferences etc.

Estimate number of students that will benefit from your proposed program/service

In 150 words or less, estimate how many currently enrolled students will likely benefit from your proposed service or program. Please estimate the number of other individuals (and indicate their affiliation) that might benefit from this service or program. Finally, please indicate other sources of financial support.

All UW Bothell students benefit from the service ASUWB provides. As the student governing body, we make decisions and represent all students -- undergraduates and graduates alike. Additionally, we work closely with UW Bothell alumni, faculty and staff. We do not have alternative sources of financial support.

Benefits to Participants

In 150 words or less, please describe the benefits that participants are likely to gain by attending or participating in this program or service.

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Additional Information

Please include any other information you feel is relevant to your request. (There is no character limit on this field.)

We are a growing campus with growing and expanding needs. Five students can no longer adequately represent the whole UWB student population, and five students cannot accomplish all of the necessary goals and projects that we provide

to serve them. We need to expand and divide responsibilities to better serve students. We understand that the SAF committee is considering many proposals, and that there is only so much to go around. We ask that the committee consider this proposal with the understanding that many of these items, such as furniture, are a one time investment into the success of ASUWB. We also ask that the increase in amount requested be considered a reflection of the greater role ASUWB has taken and hopes to continue to successfully take in creating leaders and leadership in our empowered and engaged student body. Thank you for appreciating the impact ASUWB makes on the student experience and taking the time to evaluate our SAF Annual Budget application!

Salary/Wages

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

Total Salary & Wages = \$86,550

President: working 25 hours/week x 48 weeks/year (July 1 to June 30 with 4 weeks off) x \$14/hour = \$16,800 (stipend)

Vice president: working 25 hours/week x 48 weeks/year \$13/hour = \$15,600 (stipend)

Exec. Reps: working 19.5 hours/week x 40 weeks/year (8 of 10 summer weeks off) x \$12/hour x 4 representatives = \$37,440 (stipend)

Senators: working 3 hours/week x 30 weeks/year x \$12/hour x 10 senators = \$10,800 (stipend)

Office Assistant: working 15 hours/week x 30 weeks/year x \$11/hour = \$4,950 (hourly)

Holly: working 80 hours/year x \$12/hour = \$960 (hourly)

Benefits

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 33.4% of earnings. Benefits paid to hourly employees should be calculated at 14.9% of earnings. Benefits are required if you are requesting salary/wages above.

Please put total dollar amount of benefits in the bottom of this box.

Total Benefits = \$12,896

14.9% of \$86,550 = \$12,896

Honoraria

Describe the funds you are requesting in detail below.

i.e. Payment to speakers

Please put total dollar amount of honoraria in the bottom of this box.

Total Honoraria = \$570

Distinguished Faculty: \$50 + name on plaque (\$10) = \$60

Distinguished Staff: \$50 + name on plaque (\$10) = \$60

Student of the Month: \$50 x 9 = \$450

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.

Please put total dollar amount of facilities in the bottom of this box.

Telecommunications

Describe the funds you are requesting in detail below.

Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).

Please put total dollar amount of telecommunications in the bottom of this box.

Security

Describe the funds you are requesting in detail below.

*If you would like an estimate, please contact UWB Security.
425-352-5359*

Please put total dollar amount of security in the bottom of this box.

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.

Total Printing & Photocopying = \$600

Transportation

Describe the funds you are requesting in detail below.

Please put total dollar amount of transportation in the bottom of this box.

Total Transportation = \$2,000

Board of Regent meetings at UWS: (Once a month x 10 months)

WSA meetings every month (Different locations all over WA state)

Tri-Campus Meetings at UWS and UWT

Meetings with Central Administration at UWS

Weekly committee meetings at UWS

Student Empowerment Days in Olympia

Other official business travel needs

Meals and Lodging for Travel

Describe the funds you are requesting in detail below.

Please put total dollar amount of meals and lodging in the bottom of this box.

(See ASUWB Training in Other)

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.

Total Office Supplies = \$2200

Supply tables: \$700

Planner Bookmarks: \$1,500

Food/Refreshments

Describe the funds you are requesting in detail below.

Please put total dollar amount of food/refreshments in the bottom of this box.

Review the food policy/food form for the University policies before asking for food. The Food Policy is below the food form in the link.

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Food Total = \$300

ASUWB Regular Meetings*: \$50/meeting x 3 meetings with food to attract students = \$150

Tri-Campus Meeting**: \$150 (ASUWB hosts one ASUW Tri-campus meeting each year)

*These meetings will be educational in that they will give students access to information and resources specifically designed to be presented during these special meetings. We will also take the opportunity to survey students. Awards such as Student of the Month awards will be announced and presented.

**These meetings are highly education in that they build cross campus bonds, creating a greater sense of unity among the three campuses. It is also an opportunity to collaborate on tri-campus initiatives and share ideas for new and innovative ways to effectively serve students.

Equipment Rentals/Purchase

Describe the funds you are requesting in detail below.

Please put total dollar amount of equipment rentals/purchase in the bottom of this box.

*ASUWB requests that these items be approved as total amounts requested to allow for some flexibility among line items depending on fluctuations in certain variable expenses such as Facility Services fees and work hours.

From the office of budgetary planning and Elisabeth Goldstein. This furniture purchase would be a one time purchase to enable ASUWB to grow next year and into the future. The nature of this necessary furniture upgrade would allow ASUWB to expand to 7 staff next year, and give flexibility to future incremental expansions by keeping this furniture for many years.

Total Furniture* = \$15,103

Data - liven 1 ethernet jack (.01): \$146 x 1 = \$146

Phone - move or add phone line: \$146 x 1 = \$146

Patch, prep and paint walls and entry - cost per hour: \$65/hour x 40 hours = \$2,600

Materials - paint, etc.: \$250 x 1 = \$250

Wall Shelving (6) - using existing inventory: \$65 x 8 = \$520

Fixed height workstations/larger size 48x24: \$390 x 7 = \$2,730
Mobile pedestal files: \$300 x 7 = \$2,100
Task chairs - cobo armless: \$300 x 7 = \$2,100
Work tables - 30x60 laminate: \$440 x 2 = \$880
Staking chairs - move with arms: \$140 x 8 = \$1,120
Lateral filing cabinets, 2 drawer, 42 wide: \$400 x 3 = \$1,200
Furniture tax @ 9.50%: \$13,792 (total of above) x .095 = \$1,311

Other

Please include any other expenses that don't fall under any of the above categories in detail.

Please put total dollar amount of other in the bottom of this box.

*ASUWB requests that these items be approved as total amounts requested to allow for some flexibility among line items depending on fluctuations in certain variable expenses such as airfare.

ASUWB Training Total* = \$14,147
Conference Fee: \$509 per person x (6 officers + 1 advisor) = \$3563
Per Diem Food: \$50 per day x 4 days x 7 people = \$1400
Flights: \$575/person x 7 people = \$4025
Baggage: \$25 per person x 7 people x 2 way flight = \$350
Hotel: \$230 x 4 rooms x 5 nights = \$4600
Annual Fee: \$209 annual fee

Events Total* = \$9,300
Spring elections debate & party: \$2,500
Husky Huddles and Student Town Hall: \$3,000
CRAM Nights: \$700/quarter x 3 = \$2,100
Veterans Day and Memorial Day events: \$200
Other Events such as Spring Signature event : \$1,500

Rainy-day Fund = \$5000
For new projects and expenses that unexpectedly arise and inevitably arise through the year (such as a broken printer, ASUWB Sign, and important emergent co-sponsorship needs such as Occupy Discrimination and Make-a-Difference-Day), as well as to coordinate new initiatives at UWB, UWS, and/or UWT.

Promotional Materials = \$900
\$300 x 3 quarters: \$900

Student Academic Enhancement Fund (SAEF)
Grant = \$16,000
Gives priority to students seeking to enhance their education through research

Governmental Relations* = \$4,128
WSA Membership and Training: \$1.285 per student x 2045 = \$2,628
Tri-campus Legislative Reception: \$500
Tri-Campus Higher Education Advocacy Day: \$1000

Hollys Maintenance = \$50
Fur Cleaning Cost: \$50

Website = \$330
Domain Purchase: \$30
Website Design: \$300 (contracted)

Total Amount Requested

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error. Round your final total up to the nearest dollar.

Total Budget = \$170,074