

# SAF Annual Proposal Form for the 2015- 2016 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 24, 2014 until 5:00pm on January 14th, 2015. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2015 to 2016 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 6, 2015 and February 13, 2015. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentlife/safc/safbylaws>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 3, 2015. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. 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.

SUBMITTED BY  
david edwards  
dne425@hotmail.com  
Jan 12, 2015, 01:39PM PST

ON BEHALF OF  
Associated Students of the University of Washington Bothell

## SAF Annual Proposal Form

[Required] Proposing Group Associated Students of the University of Washington Bothell

(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)

[Required] Department/Organization Student Affairs

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person David Edwards

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Contact Email Dedwards@uwb.edu

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.

[Required] Contact Phone 4253525225

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.

[Required] Faculty/Staff Member Andrea Ramirez- ASUWB Advisor

Please discuss your request with a staff or faculty member (i.e. Student Life Staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual.

[Required] Faculty/Staff Member Email Aramirez@uwb.edu

Please provide the email of the faculty or staff member you discussed your request with.

[Required] Executive Summary of Your Proposal

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

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives: <http://www.uwb.edu/21stcentury>

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. Since its creation in 2005, ASUWB has grown from a total of a body of five officer positions, to a current total of 15 officers. Over the coming year, the University of Washington Bothell is expected to grow to over 5,000 students. The effect of these numbers tasks ASUWB with representing a rapidly increasing student body. 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 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 as we are the fastest growing 4-year public institution in the state. In spite of this, we have established and are striving toward an aggressive and 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, and transportation.

**[Required] Need for this Program/Service**

In 200 words or less, please do the following:

- Describe the need for this program or service.
- If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, please provide that information here.

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 our current capacity, we serve as the sole governing body, to communicate student's needs to administration, faculty, and staff. Examples of how we have successfully used our SAF funding include: surveying students to allow transparency between administration and students, developing the food truck program, and the Student Academic Enhancement Fund to provide students the opportunity to present and attend academic related conferences. We do not receive alternative sources of financial support.

**[Required] Estimate number of students that will benefit from your proposed program/service.**

In 200 words or less, please do the following:

- 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.

All UW Bothell students benefit from the services that ASUWB provides. As the student governing body, we make decisions and represent undergraduates and graduate students alike. Additionally, we work closely with UW Bothell alumni, faculty, staff and administration.

**[Required] 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?

The Associated Students of the University of Washington Bothell plans to survey or use alternate mediums to review the success of our programs and services. With this information, we are able to review and format our programs/services if necessary and see if ASUWB is being efficient with our outreach.

Additional Information      No answer submitted.

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

**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.

- President – 19.5 hours/week \* 48 weeks/year \* \$16.6/hour = \$15,538 (stipend)
  - Vice President – 19.5 hours/week \* 48 weeks/year \* \$15.6/hour = \$14,602 (stipend)
  - Directors – 19.5 hours/week \* 40 weeks/year \* \$13/hour = \$10,140 \* 4 Directors = \$40,560 (stipend)
  - Senators – 10 hours/week \* 40 weeks/year \* \$13/hour = \$5,200 \* 9 Senators = \$46,800 (stipend)
  - Office Assistant – 7 hours/week \* 30 weeks/year \* \$12/hour = \$2,520 (hourly)
  - Holly – 85 hours/year \* \$12/hour = \$1,020 (hourly)
  - Elections Committee Chair – Total - \$2,400 (hourly) (Breakdown listed below)
  - Fall 8 hours/week\* 10 weeks\* \$12/ hour = \$960 (hourly)
  - Winter 8 hours/week\* 5 weeks\* \$12/ hour = \$480 (hourly)
  - Spring 8 hours/week\* 10 weeks\* \$12/ hour = \$960 (hourly)
- Total Requested: \$123,440

Benefits      Benefits \$123,440 \* 16.5% = \$20,368

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box. If you included salaries/wages in the above field, you must calculate the applicable benefits.

#### 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. If your request includes security and you would like an estimate, please contact UWB Security at 425-352-5359.

- ASUWB Elections: \$3,000
  - Husky Huddles/Student Town Hall: \$3,500
  - SAEF Presentation/Spring Signature: \$3,000
- Total Requested: \$9,500

#### Facilities Rentals/Set-Ups

Food Truck Space Rental: = \$6,000  
Total Requested: \$6,000

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. If you need assistance with estimated costs, please speak to a staff/faculty member.

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

#### Printing & Photocopying

Describe the funds you are requesting in detail below.

Please put the total dollar amount of printing/photocopying in the bottom of this box.

Food Truck Marketing: 800/quarter \* 3quarters = \$2,400  
Total Printing and Photocopying: \$1,600  
Total Requested: \$4,000

#### Office Supplies

Describe the funds you are requesting in detail below.

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

Campus Supply Tables: \$1,000  
Paper: \$300  
HP Printing Cartridges: \$259/cartridge \* 4 cartridges = \$1,036  
Ordinary Office Supplies: 250  
Total Requested: \$2,586

#### Food/Refreshments

No answer submitted.

Describe the funds you are requesting in detail below.

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

Please review the food policy/food form for the University policies before submitting your request at the following link:

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

#### Equipment Rentals/Purchase

No answer submitted.

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

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

#### Transportation

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University.

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

- Board of Regents Meeting @ UW Seattle: \$30/trips \* 1trip/month \* 11 months = \$330
  - Tri-Campus Meeting: \$50/trip \* 2 trips = \$100
  - Meeting with Central Administration @ UW Seattle: (average) \$30/trip \* 4 trips = \$120
  - PAC's: \$30/trip \* 50trips = \$1,500
  - Olympia: (average) \$55/trip \* 10trips/year \* 2 vans = \$1,100
  - WSA ground transportation \$100/trip \* 1trip/month\* 12 months= \$1,200
  - Misc: \$500
- Total Requested: \$4,850

#### Meals and Lodging for Travel

Describe the funds you are requesting in detail below. 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/category/21287>

Please note that hotel bookings are typically done through the University.

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

- Conference Registration: \$509/person \* 15people = \$ 7,635
  - Per Diem: \$50/day \* 4days \* 15people = \$3,000
  - Flights: \$575/person \* 15 people = \$8,625
  - Baggage: \$25/person \* 15people \*round trip = \$750
  - Hotel: \$230/room \* 6rooms \* 5nights = \$6,900
- Total Requested: \$26,910

#### Telecommunications

No answer submitted.

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

**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.

• Rainy Day: \$13,168\*

\*Rainy Day fund is a combination of \$7,000 for unforeseen costs and 5397 for potential WSA membership and training at \$1.285/student \* \$6,168 \* 4800 FTE

• Promotional: \$1,000/quarter \* 3quarters = \$3,000

• SAEF (Student Academic Enhancement Fund): \$25,000

• Holly supplies/maintenance: 3,500

• ASUWB training = \$4,000

Total Requested: \$48,688

[Required] Total Amount Requested      \$246,342

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.

[Required] Terms and Conditions       I Agree

-I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/safc/safbylaws>

-I understand that once submitted, adjustments cannot be made to the total amount requested above.

-I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 6, 2015 and Friday, February 13, 2015. Someone from my group will be available to attend a brief hearing scheduled during that time frame.