

## Q15. Proposing Group Information

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

Achieving Community Transformation (A.C.T.)

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

The Office of Community-Based Learning and Research (CBLR)

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.

Fatima Jamal

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.

Fatimaj@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](mailto:sea2@uw.edu) and Carla Christensen at [carla24@uw.edu](mailto:carla24@uw.edu) as a resource for your request by December 29, 2020.

Shauniece Drayton

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)

Achieving Community Transformation (ACT) initiates and supports an ongoing dialogue with internal and external organizations to provide opportunities for service, civic engagement, and social justice based on cultivating passion and the understanding of student and community needs. ACT started in 2012, being funded through SAF for the past nine years to provide quality programs to benefit students and connect them with community, while finding ways to include faculty and staff. ACT fosters connection between UW Bothell and community through its civic/service engagement programs as well as leadership opportunities created for students. In planning these programs, ACT Leads collaborate with multiple community organizations and multiple on campus organizations/departments at UW Bothell. When on campus, ACT students are physically located in the Student Success Center to bring visibility to ACT and provide accessibility to students.

### 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)

Programs we lead that would not be offered on campus if ACT was not funded are MLK Programming which is recognized campus wide, alternative spring break, monthly service/civic engagement projects, and key leadership opportunities we offer for students would be absent. Students have expressed satisfaction, gratitude, and praise for previous years' ACT programs and interest in future programs. One example from Threads and Treads 2018: we had 27 students register and 13 attendees help organize clothes for families and children at Canyon Park Middle School. Quotes from students when asked for feedback: "I am so glad that I am able to help the kids be more comfortable and confident" "So well organized! Glad to be helping the community" "Let me know if there's more volunteer events I would love to join" "Thank you for this opportunity" Another important service that ACT provides to campus is creating civic leadership opportunities for students through our connections and partnerships with the community. One example is our civic engagement leadership opportunity with 21 Progress (Spring 2020). Nine students served as census ambassadors and did virtual outreach, created content, videos, websites, and facilitated presentations for their families/community discussing the importance of filling out the census. Through the census ambassador program alone we reached approximately 6,223 people through digital content and public speaking events. ACT is requesting funding to continue to provide important civic engagement programs/leadership opportunities.

### 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?

*This question was not displayed to the respondent.*

### 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)

Short term goals: -Increase number of civic engagement programming/leadership opportunities for students -Continue to offer virtual civic engagement programming/service events on a monthly -Increase ACT leads weekly hours to accommodate the amount of programming Long Term Goals: -Growth of employees and programs -Continue to increase civic engagement programming/leadership opportunities for students -Continue to deepen diversity and equity The pandemic has not slowed us down; rather it has forced us to see each "setback" as a challenge and adapt to find new ways to engage with students and community. We have done this with our various census programs in the Spring of 2020. As well as our face mask making program with Providence Institute for Healthier Community (Spring 2020) which had 36 registrants. Without funding we simply cannot fulfill our mission and serve students in the way we do.

### 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)

We estimate at least 700 currently enrolled students will benefit from ACT programming over the academic year. Larger events benefit approximately 75-100 UW Bothell students and monthly service projects are estimated to benefit approximately 8-20 UW Bothell students. Event examples with number of students reached/attending events: -MLK programming annually (75-100 students) -Alternative Spring Break Programming annually (35-40 students) - Alternative spring break site leads annually (4-5 students) -Voter registration classroom presentations partnership with ASUWB 2020 (700 students) -Get out the Vote w/WA BUS 2020 (16 participants, reached 246 young people, 6,000 calls) -Kayak Clean Up w/ Puget Sound keeper Alliance 2019 (10 registrants with waitlist, 6 student attendees) ACT programs impact students who are our main focus but not only that it impacts courses and community through the type of work that we do. Impact for students: -Connecting students to community organization/partners -Community-building on and off campus -Connecting classroom to real-world experience -Leadership experience -Resume-building: connecting students to potential future job/volunteer opportunities -Awareness building (environmental justice, civic engagement, social justice) We measure the success/impact of our programs through post surveys and reflections we facilitate for each of our events as well as verbal student feedback.

### 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.

ACT Service Leads (student staff): The three ACT student service leads are student programmers. They are paid hourly with an average of 15-19 hours per week for a total of 40 weeks (September 2021-May 2022). Duties include weekly team meetings and 1:1's, internal/external partner meetings, communicating and coordinating with external partners via email and phone, marketing, outreach, developing assessments/surveys, analyzing survey results through program reports, planning and attending committee meetings, planning ACT events, and attending trainings. Civic Engagement Program Manager Position (classified staff): Civic Engagement program manager oversees and manages the ACT program, budget, and plans training for the ACT student leads. Job responsibilities include: Oversees and educates ACT students on the annual SAF proposal budget request process for the ACT Program, manages ACT budget, leads strategic priorities and vision for ACT programming, manages partnership development with key civic external organizations, develops curriculum, manages recruitment, supervises student civic leadership opportunities and fellowships, manages grant invoices. The ACT program coordinator was promoted to Civic Engagement program manager over the summer of 2020 and the new salary is reflected in the excel spreadsheet. 80% of the Civic Engagement program manager's position oversees the ACT program and students. This budget request is only for salary contributing to the ACT program.

### 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.

-Dr. Martin Luther King Jr. Programming (MLK): Description: MLK programming is an annual event in January of every year. ACT organizes an MLK planning committee made up of multiple UW Bothell and Cascadia on campus organizations/clubs as well as students, faculty/staff who help in planning these events. We offer multiple types of events during January based on learning outcomes we set each year. Examples of events include interactive artwork, service projects, lobbying in Olympia, film screenings, dialogue, workshops, and keynote speakers. Our goal for MLK programming is to center social justice and civic service to provide an educational experience while also honoring Dr. King. Cost: \$2,500 for MLK Programming (includes food, facilities, equipment, decorations, transportation, marketing costs, and honorarium for guest speakers). Food is important to provide for students when doing extended (all day) service projects in order to have stamina to complete the service projects and fully engage with the community. This academic year MLK programming 2021 will be a combination of virtual and asynchronous events. For 2022 we will host in person events if possible and if not we will continue with virtual events. -Alternative Spring Break (ASB) Programming: Description: ASB is a student led initiative that gives students opportunities to participate in educational service projects during spring break. ASB encourages active citizenship by providing service opportunities with external community partners that address issues within the community. Ex: Food insecurity, homelessness, environmental justice, etc. ACT Leads conduct site leader training for 4-5 students who want to take on leadership roles facilitating reflections and post surveys for a single event. Site leads gain valuable leadership experience while building relationships with peers and community organizations. Practical skills are also learned (email communication, facilitation, etc.) preparing them for success as students and for future careers. The goal of ASB is to provide students an opportunity to participate in meaningful service work while also having fun. Many of the organizations ACT works with are partners we have collaborated with over the past 5 years (Viva Farms, 21 Acres, Puget Soundkeeper Alliance and the Tri-Parish Food Bank in Burlington). An example from 2019 is our program with Viva Farms, a non-profit organization that empowers aspiring and limited-resource farmers by providing bilingual training in holistic organic farming practices, as well as access to land, infrastructure, equipment, marketing and capital. We took 12 students out to the farm to learn about the importance of the sustainable farming practices and work they do and how that impacts people. The events allow students to gain hands-on experience with social justice and civic engagement issues, make an impact, meet people across majors and allow them to step outside their comfort zones. Alternative Spring Break will be held virtually this year (2021), we plan on having a three part series of events centering the topic of climate justice and how that impacts the low income communities. Students will have the opportunity to learn more about the topic and engage in projects/workshops and action steps towards improving climate justice. Cost: \$2,000 for Alternative Spring Break (includes food, transportation, paying for speakers, equipment, and lodging for overnight stay) -Monthly Civic/Service Engagement Events: Description: Over the past couple of years ACT has started to plan monthly service projects or civic engagement events connecting students and community. Monthly service projects include events like: census 101 workshops, phone banking, clothing/toy drive, face mask making party with Providence Institute for Healthier Community (50 registrants), earth week programming, etc. Beyond the Ballot was a civic engagement virtual event held Fall 2020 to show students ways of being involved virtually in civic activism with 30 registrants. All of our events since spring 2020 have been virtual due to our campus working and attending classes remotely. Another event held virtually fall a2020 was self care for social change to create connection, and learn how to avoid burnout when doing social justice work. We ended with a self care embodied practice of yoga. Cost: \$2,500 for food, facilities, tabling, equipment, speakers, organization collaboration, and workshops/training such as civic bootcamp. -Civic Engagement Programming: Census Programming: Description: Throughout the year A.C.T. focuses intentionally on civic engagement events to benefit our students and community. The two most significant civic engagement projects over the past couple of years have been voter registration and Census programming and outreach. Last year due to the shift of going remote spring quarter, instead of holding our census event on campus with speakers, we instead asked speakers to create videos of themselves and we created a canvas course (<https://canvas.uw.edu/courses/1393658>), to host videos there are as well as posting them to our social media platforms and monthly newsletter. In addition we conducted census classroom presentations, marketing and graphics around census on social media, and created a UW Bothell census video (<https://www.youtube.com/watch?v=vAPGYmjKz94>) with the help of the census committee, and students in courses and across campus. ACT even held two Census 101 training sessions for staff, faculty, and students with the help of a staff member from the U.S. Census Bureau. We also collaborated with a community partner 21 Progress to train and guide 9 students through a census student ambassador program (virtually) where they created their own videos/websites/articles about the importance of filling out the census. Collectively they reached approximately 6,223 people through digital content and public speaking events. We are not requesting funding for census work next year as this opportunity only comes around every 10 years but wanted to provide this example of the important civic engagement work that we do. Voter Registration Programming: Voter registration and programming is another key civic engagement opportunity we provide for students in collaboration with ASUWB. This year for voter registration, programming and outreach was done virtually. ACT partnered with the Washington Bus to get a virtual training from them for our student leaders. With that training we partnered with ASUWB to facilitate voter registration classroom presentations. We were able to reach 700 students, 300 of them being first year students. ACT then partnered with the Washington Bus again in October for a Get Out the Vote virtual phone banking event. ACT and ASUWB also collaborated on a welcome week event focused on how to register to vote along with how to stay civically engaged. Cost: \$300 for flyers, speakers, and cost of training. Note on programming: If we are able to return to campus in the 2021-2022 academic year we will proceed with our programs being in person and if not we are able to be flexible and find creative ways to hold them virtually as we have for the past two academic quarters.

## Q18.

### Facilities & Equipment Rentals/Set-Up/Purchases

- If you require facilities or equipment rentals/set-ups/purchases, please indicate that need here.

Included in programming budget.

## Q19.

### Printing & Photocopying

- Note printing and photocopying expenses

\$250 (site leader packets, marketing, agenda, meeting notes, thank you cards, certificates, flyers, and posters)

Q20.

### Office Supplies

- Note office supply expenses

\$150 for supplies for the academic year: Name tags Large posters Sticky notes Binders Pens Folders Mailing labels Note pads Card stock Markers Expo markers Poster board Thank you cards

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>

\$600 for ACT Student Leaders initial training in September and one training day in December (10 days, \$15 per person for lunch, 4 people including ACT Advisor) These training sessions span anywhere from 5-6 hours a day in which case we will overlap a meal time.

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.

Transportation is included in programming costs.

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.

\$1,050 for 3 ACT Leads Undoing Institutional Racism Training through The People's Institute \$500 for 1 Classified Staff (ACT Advisor) to gain more experience in development opportunities to help students with their leadership roles. Ex: UW POD Courses Managing Employee Performance \$160, Human-Centered Design for Innovation and Creative Problem Solving \$170, Conflict Management \$170 Total for professional development: \$1,550

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>

\$400 Promotional Items (T-shirts for ASB student participants, Pens, water bottles, and journals with ACT logo) Promotional items will allow ACT to gain recognition on campus about their organization and be able to effectively reach more students. Total: \$400

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

\$10 per month for one phone line (12 months x \$10 a month)= \$120 total A phone is necessary for ACT to stay in contact with external and on-campus partners, having a professional phone number allows the partners to reach ACT (and vice versa) directly instead of calling personal cell phones which get poor service in the office. Total = \$120 This would only be needed if we return to campus in 2021-2022 academic year.

Q30. Uniforms

- If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

ACT uniforms would be in the form of t-shirts or crewnecks with the ACT logo. These would be used for ACT Leads for events whether virtual or in person so that students can easily identify who the student leaders are. Total: \$350

Q31. Other

- Are you requesting funds for any items that don't fall into the previous categories? Indicate them here.

Canva Pro: \$131.34/ year (including tax) This would be used for the ACT team to create professional flyers and graphics for ACT events whether virtual or in person. However while virtual, this is a greater need without the ability to print and post flyers on campus or be able to share by word of mouth on campus. Canva Pro gives you the ability to create a personalized brand kit, streamlining the process and let's you create a team to have multiple email addresses associated with the account.

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.

\$ 110,303.00

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](mailto:safuwb@gmail.com) by 5pm on January 7, 2020.

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