

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

Results for: ID# 18487645	
Submission date: 1/17/2019 3:41 PM	
Total time: 27 minutes, 21 seconds	
Question	Response
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Achieving Community Transformation
<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>	Community Based Learning and Research
<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>	Neha Chhabra
<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>	chhabneh@uw.edu
<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>	425-352-3991
<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>	Shauniece Drayton
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	sad23@uw.edu
<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>ACT and its activities are programmed with the 21st Century Initiatives in mind.</p> <p>Mission/overview 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 and is going on it's seventh year of being funded through SAF to provide quality programs that</p>

benefit its students, faculty, staff and community partners. ACT student lead positions foster collaboration between UW Bothell and the community through planning community engagement projects and civic engagement events. Annually ACT plans MLK Programming, Alternative Spring Break and other events. ACT is located in the Student Success Center which allows greater visibility, awareness and accessibility.

MLK programming
The MLK planning committee is organized by ACT and made up of multiple on campus groups, organizations, faculty and staff to plan annual Honoring MLK events. We offer a series of events. Examples of events include interactive artwork, service projects, lobbying, film screenings with dialogue and keynote speakers. Past learning outcomes of MLK events include:

- Connect to the life/legacy of Dr. Martin Luther King Jr.
- Use Dr. Martin Luther King Jr's legacy to empower themselves and be inspired to take action
- Students will be able to connect MLK's legacy, history, and past actions to current events as well as educate students on MLK's tactics and how they can be utilized today

ASB programming
Alternative Spring Break is a student led initiative that gives students the opportunity to take part in educational service projects during their scheduled spring break. ASB encourages active citizenship by providing service opportunities addressing issues within the community. ACT leads conduct site leader trainings and organize service sites for ASB trips. The series of events helps students make real impact in their community. Past learning outcomes of ASB events include:

- Learn that service activities can be a fun way to create positive change in the local community
- Participate in a well thought out reflection to gain a larger understanding of the community they are impacting
- Be introduced to leadership opportunities in addition to creating a community within their peers across different disciplines

Reflection and leadership development
Reflection is a key component to ACT service projects. ACT leads facilitate pre, during and post reflections to allow students the opportunity to reflect on the work they are doing in their community. ACT provides leadership development opportunities for other students during ASB programming allowing students to focus on leadership skills. ACT leads train ASB site leads to facilitate reflection, activities and communication with program participants.

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)

ACT works to provide opportunities for students to interact on campus and off campus within the greater community. The service project and civic engagement activities ACT provides, gives students a broader world view by engaging them with cultures, ideas, and communities similar and different from their own. Students can explore vocational interests through participating in ACT events. The goal of ACT programming is to increase the sense of connection to community. These are important for both the psychological well-being of students and also for retention of students (if students feel a stronger sense of belonging within their community on campus, they are more likely to stay enrolled and complete their course work/major). Students have expressed satisfaction, gratitude, and praise for previous years' ACT programs and interest in future community engagement programs. ACT Leads have been able to assess this data by creating post-surveys that ask students questions, which align with the learning outcomes, as well as satisfactory questions to ensure that the event pertained to student interest or needs.

One specific example of this is Alternative Spring Break (ASB) 2018. In 2018 ACT worked with 5 community organizations within one week with a total of 33 student participants and a total of 26 survey respondents. In the survey given to students, feedback was overwhelmingly positive. 20 of 26 students agreed their perspective shifted around social or environmental justice issues that were relevant to the community organization they served. 21 of 26 students agreed they were introduced to new volunteer opportunities for future projects and all 26 students enjoyed the events they participated in for ASB.

Another specific example of this is Dr. Martin Luther King Jr. Programming. In 2018, ACT worked with 3 community organizations and 4 internal partners within two weeks, for a total of 182 student participants and a total of 88 survey respondents. In the survey given to students, feedback was relatively positive. 66 participants said they felt they learned about social justice issues that were relevant to the community organizations that they served. 66 people said they were able to meet new people and make friends. All 88 participants said they enjoyed the events.

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.

This program has been previously funded by SAF.

Previously funded:

- Salary/wages for 3 ACT leads
- Salary/wages for 1 ACT advisor
- Programming
- Food/refreshments for ACT training
- Promotional items
- Office supplies
- Printing and photocopying
- Professional development 3 ACT leads

- Professional development 1 classified staff
- Operations (business cards, phone)

New allocations:

The only new funding requested in this application is for an increase of two hours a week for the ACT Advisor position from 25 hours a week to 27 hours a week. This is a total of 96 hours in the 2019-2020 academic year and a total of \$3,331. The additional two hours per week will be focused on developing a co-curricular community engagement digital badge. UW Bothell has a three-year contract with a digital badging company, and is piloting digital badging as a model for students to track their co-curricular engagement at UWB and to help students articulate and translate the skills they learn through these co-curricular opportunities. UW Bothell's first badges were just recently developed for IT student worker training. The Office of Community-Based Learning and Research has been in communication with the Office of Digital Learning and Innovation, and they are open to partnering on the creation of a community engagement co-curricular badge. The additional two hours a week will be spent on researching best practices of other institutions who issue community engagement digital badges, bringing together a group of staff and students between CBLR and Student Engagement and Activities (and possibly other units in Student Affairs as well) as a working group dedicated to thinking through the development and criteria for increasingly complex forms of community engagement as well as the evidence that students need to demonstrate in order to receive the badge. The extra 2 hours per week will help the ACT advisor achieve this.

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.

-Growth of employees
--Having 4-5 ACT Leads over the course of 5 years will allow programming to reach a broader group of students and have a larger impact on campus
--With more members there will be more variety and diversity of types of programs held for our students and partners (ex: equity workshops, homelessness civic events, etc.)
-Increase overnight service events
--Overnight service projects allow students to bond with each other and do community service work for a longer duration. Allowing for more time in formal and informal settings building deeper connections.
--Students will also have more time to self-reflect about their roles in community and how teamwork can impact community
--Currently we participate in a one night overnight trip during ASB. Next year we would like to host a 2 night overnight service trip to gather data. We believe student learning and community building will deepen with an increased number of nights. By year 4 and 5 we can slowly build up to 3 or 4

nights if student data and interest are congruent.

--In 2018, 10 students participated in an overnight trip that involved 2 service projects. Survey data shows a greater impact on participants with overnight trips compared to day service trips. Data from 2018 shows all students involved enjoyed the event and were able to make new friends and meet new people during the event. The comments section also had a lot of positive feedback including wishes to have more overnight opportunities in the future.

-Increase non-partisan civic engagement programming

--Partner with ASUWB who has led voter registration in past years. ACT has partnered with ASUWB for the past 2 years but would like to build a stronger partnership by training our students in September to be ambassadors. In 5 years we hope to have a strong, established partnership.

--According to statistics provided by ASUWB students aged 18-21 have the fewest number of registrations by age category at the university. Our goal in working with ASUWB would be to increase the number of 18-21 year old registrants from 64 to 80 in the next 5 years.

-Deepen diversity and equity

--One way to accomplish this is creating intentional partnerships with external organizations whose mission aligns with ours. (Ex: for MLK programming we intentionally chose an organization that has a diversity equity lens and mission statement.)

--Currently about 23% of our community partner organizations have a diversity/equity lens or mission statement. By 2024, we would like to increase that number to 70% of our community partnerships to bring more aligned intentionality into our programs.

-Deepen connection with staff/faculty

--Inviting faculty/staff on ASB service trips as staff moderators. The faculty/staff would be able to implement their academic or career expertise into the event deepening learning for students in these extracurricular and volunteer opportunities. (Ex: UWB sustainability coordinator or environmental studies faculty)

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.

Benefits:

- o Connecting students to community organization/partners
- o Community-building
- o Connecting classroom to real-world experience
- o Leadership experience
- o Resume-building: connecting students to potential future job/volunteer opportunities
- o Awareness building (environmental justice, civic engagement, social justice)

We estimate that 300-350 currently enrolled students will benefit from ACT programming. The 2019-2020 ACT team will plan 3 annual events; MLK

Programming, Alternative Spring Break, and a spring quarter event. ACT will also host at least 6 additional events or programs such as voter registration, site lead trainings, workshops and service projects. Three ACT Leads will train between 5-6 student site leaders throughout the academic year for Alternative Spring Break. The larger annual events benefit an average of over 85-100 UW Bothell students each and the smaller service projects are estimated to benefit 15-20 UW Bothell students each on average.

The individuals that are targeted to benefit from ACT's programming are students. However, faculty, staff and community partners are also people that benefit from ACT's programming because we work directly with them

- Community partners benefit from ACT's programming because these are the organizations we are directly serving. One example is a community partner ACT has sustained a relationship with over the last 5 years, the Tri-Parish Food Bank in Burlington. This food bank has directly benefited from ACT's service by us bringing in volunteers each year and our students are benefiting from the learning and experience of the service project.
- Faculty benefit from ACT's programming because we have had many cases in which faculty incorporate some of the programming into their curriculum for extra credit as well as faculty joining the MLK planning committee (ex: MLK speaker events)
- Staff benefit from ACT's programming because they have a chance to get involved and exercise their community service and contribution towards the school. It may also allow them to feel connected and closer to the campus and it's students (Ex: staff moderator for ASB trips)

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).

- We plan to keep track of attendance, satisfaction and learning outcomes for each event by having a post-survey and compiling the data after each event. In addition we gather data directly from students when they register for our programs online. We also incorporate pre, during and post reflections as a part of our events which gives us verbal check ins during the events that we can use as feedback right away.

Operational Health

- ACT is a part of the Office of Community Based Learning and Research (CBLR) and structurally under the Teaching and Learning Center (TLC)
- The ACT Team currently has a space in the Student Success Center (UW1-160) to allow visibility and exposure to students

Budget tracking

- The ACT advisor tracks the ACT budget through MyFD
- We have admin in the TLC that help us with budget reconciliation and making approved purchases (Robyn Smidley who is in possession of a pro-

card)

- ACT Chair and ACT advisor use an excel spreadsheet to keep track of all of our budgetary transactions and purchases throughout the year. We cross reference MyFD with our excel spreadsheet
- Over the years ACT has never gone above our allocated budget. We have been able to grow sustainably by partnering with on and off campus partners. There have been a couple cases where we were below our allocated budget due to unforeseen circumstances. Such as a partner giving us free lodging for an overnight service project and another for a student employee unexpectedly getting work study.

Describe the metrics, the metric targets and actuals of metrics. (E.g. student-student employee ratios, student-to-staff ratios, in-process measures).

- Currently there is 1 staff to 3 student ratio in ACT
- We also have an admin in the TLC who helps with budget reconciliation and purchases
- There are 3 ACT Leads that support the UWB Student Body

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

Other civic/service events
Voter registration, post-graduate panel, Threads and Treads service project, earth week programming, conversation cafes with the Alyssa Burnett Center, and equity workshops. ACT leads also have the opportunity to lead and create events that support their interest and student needs while incorporating the ACT mission, and community partners.

This year ACT and CBLR have partnered on a monthly newsletter as a new communication effort for all students interested in service work and opportunities. We feature volunteer opportunities, student stories as well as ACT events and partnerships. This newsletter gives visibility and recognition to ACT while also serving as a marketing tool. The newsletter has a reach of over 600 students per quarter.

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).

ACT Service Leads: (3 ACT Service Leads)
September 1st, 2019-May 31, 2020 (39 weeks = 9 months)
14 hours/week x \$16 = \$224 per week
for 39 weeks = \$8,736 * 3 = \$26,208
Benefit load rate 20.7%, \$5,477
(\$26,208 + \$5,477 = \$31,685)
Total salary \$26,208 plus benefits
20.9% = \$31,685
Total for ACT student salaries including benefit load rate: \$31,685
ACT Service Leads Description:
The 3 ACT service leads are on hourly pay with an average of 14 hours per week for a total of 39 weeks. Duties include office hours, meetings with team and internal/external partners, communicating and coordinating with external partners via email and phone,

marketing, developing assessments/surveys, analyzing survey results through program reports, committee meetings, ACT events, and trainings. During peak busy times such as training, MLK programming, and Alternative Spring Break, student hours can increase significantly up to 19.5 hours during classes to 25 hours per week during breaks. With the potential of fluctuating hours students will be able to reduce hours during slower weeks following heavy programming in order to stay within budget.

ACT Advisor:

August 1st, 2019-June 30th, 2020 (48 weeks = 11 months)

27 hours per week

\$23.37 per hour (Aug 1st 2019-Sept. 30th 2019)

\$23.37 per hour *27 hours per week * 9 weeks = \$5,678.91

\$25 per hour (Oct 1st 2019-June 30th 2020)

\$25 per hour *27 hours per week * 39 weeks = \$26,325

Benefit load rate 40.5% = \$12,962

(\$12,962 + \$32,003.91 = \$44,965.91)

Total for ACT Advisor salary including benefit load rate: \$44,965.91

ACT Advisor Description:

The salary calculations are split up above into 2 parts as there will be a 2 step increase in pay on October 1st 2019 for the ACT advisor in this position. Advice on this was taken from Devi Sandhu in HR at UW Bothell. ACT has been supported by a part-time program coordinator position at 25 hours a week for the past 3 years. We are requesting an increase in hours at 27 hours per week for the 2019-2020 year with increased responsibilities of developing out a co-curricular community engagement badge. In addition to this the ACT advisor will continue with normal duties such as training and supporting ACT leads through event programming, service projects and civic events. The advisor will work 48 weeks (11 months) in order to ensure a smooth transition between years. The ACT advisor will be in charge of the hiring process for the next year as well as need time in the summer to prepare for training ACT leads in September. It would be extremely difficult to reach students and provide the resources and community based learning opportunities to students without having an advisor to help guide us in our work.

Grand Total for ACT leads & Advisor salaries and wages including benefits load rate: \$76,650.91

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.

- \$2500 for MLK Programming (includes food, facilities, equipment, decorations, transportation, and guest speakers). Food is important to provide for students when doing extended (all day) service projects in order to complete the service projects and fully engage with the community.
- \$2,000 for Alternative Spring Break (includes food, transportation,

equipment, and lodging for overnight stay)
 ● \$1,000 Spring Event (Post graduate service panel or equity/diversity workshop)
 ● \$1,000 for additional programming/trainings/smaller events (such as clothing, food drives, hosting partners on campus for workshops, taking students to trainings such as civic bootcamps and smaller service projects).
 Total= \$6,500

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.

Facilities Rentals/Set-Ups are included in programming costs.

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.

\$350 (site leader packets, marketing, agenda, meeting notes, thank you cards, certificates, flyers, and posters)

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.

\$250 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

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.

\$504 for ACT Student Leaders initial training (9 days, \$14 per person, 4 people including ACT Advisor)

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.

Transportation is included in programming costs.

Question:

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

- \$1,050 for 3 ACT Leads (Undoing Institutional Racism Training in Seattle \$350 each). Many of the professional development opportunities for ACT students are cost neutral in that we utilize scholarships and on campus professional development opportunities (i.e. Seattle CityClub Civic Bootcamps are free for our students because they apply for scholarships, and we ask our ACT students to attend the Equity and Inclusion Conference on campus as part of professional development). We have sent ACT students to the URI training in the past year, and have found this crucial to the anti-racism lens they bring to planning civic/service events and in their orientation to partnership with community partners.
 - \$500 for 1 Classified Staff (ACT Advisor) to gain more experience in development opportunities to help students (site leads/ACT Leads) with their leadership roles. (Ex: Undoing Institutional Racism Training \$350, Impact Hub Seattle Workshops, etc.)
- Total for professional development: \$1,550

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/>

- \$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

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.

\$600 Promotional Items (T-shirts, Pens, water bottles, and journals). Promotional items will allow ACT as an organization to gain recognition on campus and be able to effectively reach more students. This will also allow ACT leads and ACT participants to have visibility, and create a sense of identity and belonging.
 Total: \$600

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.

86525

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

I Agree

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.

Questions or comments?
[Contact us](#) or email catalysthelp@uw.edu
