

SAF Annual Proposal Form

Question 1. * (Indicates a required field)

Proposing Group

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

Campus Events Board

Question 2. *

Department/Organization

(i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)

Student Engagement and Activities

Question 3. *

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.

Samantha Robins

Question 4. *

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.

uwb-ceb@uw.edu

Question 5. *

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.

425-352-5266

Question 6. *

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.**

Sam Al-Khoury, Advisor

Question 7. *

Faculty/Staff Member Email

Please provide the email of the faculty or staff member you discussed your request with. **Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation.**

sea2@uw.edu

Question 8. *

Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding. How does your proposal support the 21C initiatives?

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>

The Campus Events Board is “committed to providing all students with a purposeful and positive collegiate experience through diverse programs and events.” We create events that are educational, safe, and welcoming for all students. These events are both small-scale and large-scale events and range from annual campus-wide dances that help students connect with others, such as Movie Mondays that show new Hollywood movies in the ARC to benefit commuter students, and educational and social justice events like Migration is Beautiful to examine the intersections of art, undocumented identity, and queer identity. CEB was created in 2006 and we have been planning impactful, meaningful events ever since.

These kinds of events are a form of campus involvement that is readily accessible to all students. In fact, we had more than 9,300 participants in total in our events the last academic year. This sort of broad based involvement in campus programs is critical for students because “involvement at University programs and events benefits students by not only giving them social and educational activities, but can assist them towards getting their degrees and developing on personal and professional levels.” (Vale & Roat, 2015) We have a responsibility to create these kinds of events for our UWB community, not only because these events are part of the “college experience” and creates community, but because they also have direct educational outcomes. We are aware that “students who participate in extracurricular activities are less likely to drop out and more likely to have higher academic achievement” (Lunenburg, 2010), and we make an effort to plan events during different times of the day, different days of the week, in different formats, and for different target audiences to provide these academic benefits to as many students as possible. The Campus Events Board helps students find a balance between education, work, and leisure time while giving students the chance to build a connection to the community and the campus (CAS Standards, 2009).

Campus Events Board is supported by Student Engagement & Activities, which it depends on for professional staff advising, basic supplies, access to equipment and facilities, and training.

Question 9. *

Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service. Explicitly describe how does this program directly and indirectly benefit our community campus?
- 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 Campus Events Board serves as the primary programming board for the campus. Unlike many campuses in this state, we lack a Greek-life community or extensive on-campus housing options; as a result, Campus Events Board fills a critical void in building community at UW Bothell. We provide students with co-curricular experiences that impact students, not just in their coursework and their experience of the UW Bothell community, but supports their growth and development as leaders and members of this community.

For example, the Campus Events Board co-sponsored the annual Spring Fest campus carnival. In 2015, this event registered about 1,150 attendees. This past 2016 spring, Spring Fest registered at almost 3,000 attendees over the two-day event. Spring Fest is the largest single student-led event on campus and completely transforms the entire campus environment, giving students a true collegiate experience.

SAF funding for CEB allows us to create more opportunities and experiences for the students in order for them to be involved on campus. We provide events to give students a reason to stay on campus

so they're able to do more than just studying and have a well-rounded college experiences. CEB is not only educational, but provides a social platform for students to still have a great four-years on our smaller scale campus.

Question 10. *

New Request or Previously Funded

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.

Salaries/Wages – both Chair and Student Programmers	Yes
Regular Programming	Yes
Promotional Items (included under Regular Programming last year)	Yes
ARC-Specific Programming	Yes
Collaboration/Special Projects – funding for collaborations with other organizations beyond	No
Student Conference Attendance and Association Membership	Yes
Fall and Ongoing Student Training	Yes

Question 11. *

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.

We planned and executed approximately 35 large-scale, campus wide events during 2016. This averages out to 1 event each week of class. This total does not include smaller tabling events, marketing events, vendor meetings, planning committees, or conferences. Below are highlights from those events, which were held since our last budget proposal with attendance listed in parentheses afterward.

- ARC Carnival (619)
- Enchanted Forest Masquerade Ball (650)

- Spooktacular (500)
- Movie Mondays (212)
- W Day (600)
- Spring Fest (3000)
- Migration is Beautiful (155)
- Casino Night (200)

In the last calendar year we have had more than 9,700 participations, including 5,058 participations in the Spring quarter alone; this is a 135% increase in attendance over Spring 2015 (2154 participations) and nearly 5 times the attendance in Autumn 2013.

Question 12. *

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

The Campus Events Board is constantly assessing the value, success, and quality of their programs. We use student interest surveys to gauge campus culture, interest in different kinds of programs, and times that students are most able to attend. We constantly ask ourselves what the purpose of the program is and what needs are being addressed. All programs must meet one or more of eight pre-determined participant learning outcomes, which are based on the Council for the Advancement of Standards in Higher Education (CAS). Each program must also have a clearly defined plan for assessment tailored to that program and its learning outcomes.

Examples of assessment tools include quantitative data from student attendance and surveys, and qualitative data from surveys, social media, and intentional interviews with program participants. CEB also files program evaluation documents, which include the assessment data and additional notes on program successes and opportunities for improvement. This is incorporated into an event folder made to keep documents like emails, contracts, attendance, program proposals, receipts, as well as any other important notes so that future programmers can continue successful programs and to analyze and improve them.

Question 13.

Additional Information

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

Last fiscal year, the Campus Events Board used 95.81% of our total budget, including 99.57% of our wages. We made full use of our 2015-2016 funding wisely and purposefully.

This request reflects a slight decrease in the number of hours allotted to CEB student programmers. This more than mitigates the effect of the increased minimum wage to \$15 per hour. We do this in order to be mindful of the difficult job SAF has in funding the numerous requests received by SAF.

For several consecutive years, CEB's was allocated less programming funding than they were allocated the year prior. The low was in 2013-2014, where \$45,000 was allocated for programming. The first increase was in 2014-2015, to \$49,236. In 2015-2016, we had the highest programming money in recent years, at \$60,000. We have noticed considerable increases in attendance (as described above), which is a direct result of the increased funding available to us for programming, training, and conference attendance through SAF's allocation for 2014-2015 and 2015-2016. Increased funding to CEB resulted in a direct and beneficial impact on the student body's engagement with this university. Our allocation for 2016-2017 is a cut from prior years (from \$60,000 to \$55,000) and we are concerned about our ability to have as strong of an impact on students' learning and experience as a result. We will use all the money we are awarded this year, but it means we will do smaller events that may be less compelling or engaging. This year, we are asking for a return to our 2015-2016 programming funding levels. With increased funding, we expect the trend in our rising attendance to continue and overcome what we expect to be a dip in attendance this year.

Campus Events Board is supported by staff and resources in Student Engagement & Activities.

Question 14.

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).

CEB currently has 6 student programmers (Entertainment, Special Events and Traditions, Marketing and Graphic Design, Public Relations, Social Issues and Family, and Arts and Awareness) and 1 student chair.

Wages: \$74,016

- **Chair:** 1 student x 19.5 hours per week x 48 weeks x \$16 per hour = \$14,976
- **Programmers:** 6 students x 16 hours per week x 41 weeks x \$15 per hour = \$59,040

Benefits: \$13,248.86

- $\$74,016 \times .179 = \$13,248.86$

Total Salaries & Benefits = \$87,264.86

Note: We are requesting fewer salary dollars than we were allocated last year, even with the increase in the hourly wage. We have found ways to restructure our programs to be more efficient with our time.

Question 15.

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.

CEB Regular Programming: \$51,000

We plan to spread this amount roughly evenly across each quarter of the standard academic year (Autumn, Winter, and Spring). We divide this total into a budget that each student in CEB manages for different themed programming (such as Arts & Awareness, and Social Issues and Family programs). Funds may be applied toward facility rentals; set-up fees; honoraria, travel, and equipment rental fees for musicians, entertainers and speakers to come to campus; printing and photocopying; office supplies; event supplies; marketing and promotional materials; and any other costs related to event planning and execution. This funding allows us to execute the events described earlier in this proposal. Note: we were funded at \$53,000 for regular programming last year, but this included \$2,000 in promotional materials, which we've now separated into a separate line item.

CEB Promotional Materials: \$2,000

We also would like to ask that the standard SAF limit on promotional materials of \$800 be changed to \$2000 to allow us to improve our ability to market our events and services to students. Note: we have been funded at this level for promotional items previously, but we are now separating this into a distinct line item.

CEB ARC-Specific Programming: \$2,000

Since the opening of the ARC, we have held many of our events on the 2nd level, including events such as Lunar New Year, Casino Night, and Spooktacular. This has helped us increase our attendance due to the central location and student usage of the ARC. The requested amount will go towards those events that are ARC specific. Note: we have previously requested \$10,000 for ARC-specific programming, but are asking only for the same amount next year as we were awarded this year (\$2,000).

Collaboration/Special Projects: \$5,000

The Campus Events Board is the main programming board here at the University of Washington Bothell. Because of this, we strive to collaborate with other departments and organizations in order to reach a broader audience. In the past, we have financially assisted programs that have been consistent with our organization's mission and that have been brought to us by Student Affairs, several campus clubs, Recreation Supervisors, Universal Leadership Conference, Resident Assistants, ASUWB, Social Justice Organizers, Orientation, and the Residence Hall Association. This budget will also account for special projects such as last minute Welcome Week programs, or hosting major speakers like Laci Green as we contributed to in 2014-2015. Note: we are often asked to co-sponsor programs with other organizations, who like to tap into our event-planning expertise as well as our

financial resources. We are not always able to help these organizations out given our limited resources. This line item has not been previously funded by SAF.

Total programming = \$60,000

Question 16.

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. 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 and on the spreadsheet.

Facilities rentals/set-ups are included in the "programming/events" category.

Question 17.

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 are included in the "programming/events" category.

Question 18.

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 are included in the "programming/events" category.

Question 19.

Food/Refreshments

Describe the funds you are requesting in detail.

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

[http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-\(1\).pdf](http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-(1).pdf)

Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

Food/refreshments are included in the “programming/events” category.

Question 20.

Equipment Rentals/Purchase

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 and on the spreadsheet.

Equipment rentals/purchases are included in the “programming/events” category.

Question 21.

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 provide justification for out of state travel. Please put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

Transportation are included in the “programming/events” category.

Question 22.

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 them 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 and on the spreadsheet.

Meals and lodging for travel for students is included in the "other" category. Meals and lodging for travels for vendors is included in the "programming/events" category.

Question 23.

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/>

Operation costs are included in the "programming/events" category.

Question 24.

Other

Please include any other expenses that don't fall under any of the above categories in detail. Please distinguish between "training" and "professional development" dollars here. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

Student Conference Attendance and Association Membership: \$13,000.00

This is to be used for CEB to attend the regional National Association for Campus Activities conference (in Reno, NV this year). This funding supports travel for 7 students and the CEB advisor. This amount is estimated at \$1500 per person for a total of \$12,000 and is intended to cover the standard costs of conference attendance, including meals, lodging, travel, and registration fees. In the event that there are excess funds after the conference, the remainder will be used for additional training for these students. An additional \$1,000 will cover NACA association membership dues, which allow CEB to attend the conference at a significantly reduced rate.

There are several benefits to the student body when CEB attends NACA. Each year, there are the 70 different educational sessions available to attendees. These sessions give practical skills to CEB students to help them be more effective in their jobs. Also, we are able to network with other college programming boards, which allow us to trade best practices and learn about other ways of creating programs to engage students. Lastly, we are able to do "Block Booking," which allow us to share the costs of entertainers with other nearby schools. This means that the programming dollars from SAF can be used more efficiently and go much farther.

Fall and Ongoing Student Training: \$2,000

This is to be used for training and developmental programs throughout the year, including summer training and fall training camp.

Total other = \$15,000**Question 25. *****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.

\$162,265

Question 26. ***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 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 3, 2017 and Friday, February 10, 2017. Someone from my group will be available to attend a brief hearing scheduled during that time frame.

Reference List

- Higginson, Linda C. "Academic Advising Programs." *Council for the Advancement of Standards in Higher Education*. Web. <http://standards.cas.edu/getpdf.cfm?PDF=E864D2C4-D655-8F74-2E647CDECD29B7D>
- Lunenberg, Fred C. "Extracurricular Activities" *National Forum*. Web. <http://www.nationalforum.com/Electronic%20Journal%20Volumes/Lunenburg,%20Fred%20C.%20Extracurricular%20Activities%20Schooling%20V1%20N1%202010.pdf>
- Vale, David, and Allison E. Roat. "Campus Activities Programming- October 2015." *Issuu*. National Association for Campus Activities, 14 Oct. 2015. Web. https://issuu.com/naca/docs/october_2015