

Results for SAF Annual Proposal Form for the 2020-2021 Academic Year (By Participant)

Results for: ID# 19400113	
Submission date: 1/16/2020 2:27 PM	
Total time: 27 minutes, 55 seconds	
Question	Response
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Student Engagement & Activities - Campus Events Board (CEB)
<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>	Student Engagement & Activities
<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>	Serena Tran, CEB Chair; Pauline Tolentino, Program Manager for Student Engagement & Activities
<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>	uwb-ceb@uw.edu; ptolent@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>	425-352-3518
<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>	Sam Al-Khoury, Director of Student Engagement & Activities; Pauline Tolentino, Program Manager of Student Engagement & Activities
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	sea2@uw.edu; ptolent@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>	UWB Campus Events Board (CEB) is the primary student-run programming board on campus. We are supported by Student Engagement & Activities (SEA) staff and resources, and are guided by SEA's mission to "create environments for students to be extraordinary" (SEA Website). Through a variety of large-scale and high-impact programs and events, CEB creates educational, inclusive, creative, and engaging programs for all of our students, opportunities for them to clarify their identities, purpose, and sense of belonging on campus. Examples of these programs include: campus-wide dances to build student connections, concerts featuring local artists who

encourage creative self-expression, and events around current social issues (i.e., mass incarceration, domestic violence).

CEB programs provide students with a form of campus involvement that is readily accessible, while covering different themes, topics, and inviting all identities, experiences, backgrounds, and abilities. This type of diverse and extensive engagement is essential because "involvement at University programs and events benefit 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). CEB events become a significant part of students' college experience, creates community, and has direct educational outcomes and impact for them. "Students who participate in extracurricular activities are less likely to drop out and more likely to have higher academic achievement" (Lunenburg, 2010). Therefore, CEB makes every effort to plan events during different times of the day, days of the week, formats, and for different target audiences to benefit as many students as possible.

CEB is also a key sponsor for annual events and plays a role in enhancing the spirit of collaboration on-campus, as well as bringing great programs for students. We work with various departments, organizations, clubs, faculty, and partners on- and off-campus, such as: the Social Justice Organizers, UWB Sustainability Office, and Health Educators Reaching Out (HEROs). For example, in Fall 2019, CEB continued its long-standing partnership with University Advancement to deliver "W Day" which brought a record number of 600 students, faculty, staff, and community members together to celebrate the UW's "birthday."

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)

Campus Events Board provides students with co-curricular experiences that impact them, not just with their academic coursework and their experiences as part of the UWB community, but supports their learning, growth, and development as leaders and members of the UWB community. CEB empowers students to get involved, as a participant or event volunteer; the CEB team is made of current students who lead the planning of these events. We recruit and empower students to get involved through our programs; they get to meet other students, while better understanding their potential and capacity to support one another, and create impact at UWB. As part of SEA and through our programs, CEB helps students find balance between academics, work, and leisure time, share and learn about a variety of stories, experiences, and issues, and build connections with other students, the campus, and community (CAS Standards, 2015).

One of CEB's longest-standing and most frequent partners is Cascadia College's Events and Advocacy Board (EAB). This inter-institutional collaboration enables us to reach even more students and benefit our shared campus community with meaningful events. This includes SpringFest, a campus-wide carnival in that had more than 2000 participants in Spring 2019. This is the largest student-organized event at UWB and completely transforms the entire campus environment.

With student involvement and collaboration as foundational values, CEB is able to share resources that support and motivate the diversity of our student body. By engaging students through CEB events, we are supporting SEA's goal of preparing students to engage in their communities and contribute to meaningful social change.

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.

As detailed below, this request was previously funded in full:

2019-2020 Award
 Wages & Benefits: \$79,314 (6 student staff total)
 General Programming: \$53,000
 High-Profile Programming: \$74,594
 Printing & Copying: \$1,000
 Promotional Items: \$1,500
 NACA Association Membership & Conference: \$8,500

2020-2021 Request
 Wages & Benefits: \$83,133 (6 student staff total)
 General Programming: \$53,000
 Printing & Copying: \$750
 Office Supplies (Promotional Items): \$1,000
 NACA Association Membership & Conference: \$9,000

For 2019-2020, CEB was awarded \$74,594 for high-profile programs in order to bring influential speakers and artists to campus. We plan on using these funds to bring a high-profile speaker in February and to bring a speaker and musical artist(s) for Spring quarter 2020. We are not requesting high-profile funds for 2020-2021 as we understand that this funding could be used to support other unmet student needs.

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.

As the main student-run programming board on campus, CEB strives to support, engage, educate, and encourage their fellow students on campus; to find community and belonging here at UWB.

Over the next five years, CEB will continue to: 1) implement a streamlined values-based programming model, 2) improve marketing and public relations efforts in order to get more student feedback, interest, and involvement, and 3) enhance overall CEB programming.

CEB's focus is on large-scale programs (i.e., high-profile speaker) that align

with students' needs and interests; more complex in terms of the logistics and our CEB student team's high-level training and skills in event planning. With this, the many amazing student clubs and organizations here on campus can provide other events (i.e., arts & crafts, de-stress), but are still encouraged to partner with us. CEB has a values-focused programming model (collaboration, community, inclusivity, creativity). Each CEB student programmer is assigned a specific topic (i.e., Social Issues) and will lead one program each quarter, using our knowledge of student needs (gathered via surveys and other assessment), creativity, resourcefulness, collaboration, and intentionality in program planning and execution.

CEB is improving our branding through marketing and public relations and establishing a Street Team volunteer program. Our Street Team is an outstanding volunteer opportunity for students to get involved; they will promote and run CEB programs, develop leadership skills, and make meaningful connections and contributions to the campus community. We will continue increasing the number of students engaging with CEB programs, whether as an event attendee or as a Street Team volunteer. Also, we are getting more students giving us feedback and suggestions for future events. CEB has a public relations mission to: "brand CEB as a friendly, exciting, collaborative, and creative student-driven organization that provides large-scale, inclusive, accessible, and memorable on-campus programs in order to empower all students to engage, participate, and enjoy."

In accomplishing our key strategic goals (programming model, improve branding, better programs) by the end of 2025, CEB will have: at least 20 active Street Team volunteers per year, maintained an average of 375 students per event (yearly average from 2013-2019 is 266), and have at least six programs per quarter (one per CEB Programmer).

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.

During the 2018-2019 academic year alone, CEB planned and executed 19 large-scale, campus-wide programs for students; this brought an average of 438 participants per event and 4-5 programs each quarter for that year. These numbers do not include smaller tabling events, public relations and marketing events, vendor meetings, team meetings, planning committees, trainings, or conferences.

Below are highlights from CEB's 2018-2019 events, which were funded by SAF:

- ARC Carnival (700)
- W Day 2018 (450)
- Hip Hop with Gifted Gab (60)
- Spooktacular (550)
- Dance Your Dream (400)
- Stop, Smile, Snap (47)
- FITE Film Screening & Panel (120)

Casino Night (250)
 Kickback Concert (75)
 Roll Bounce (106)
 Sustainability Festival Concert (350)
 Intercultural Night Market (406)
 Dr. Angela Davis (615)
 SpringFest (2000)

Based on data going as far back as the 2013-2014 academic year, CEB has experienced annual increases in the number of students participating in our events; the exception is the 2016-2017 academic year when there was a decrease in allocated SAF funding (8.3% less awarded than 2015-2016) and 28.2% less overall participation (9649 attendees in 2015-2016 vs. 6924 in 2016-2017). In Autumn 2019 alone, we had an average of 399 attendees per event and a total of 1595. Since UWB enrolls almost 6,000 students and our data suggests that a significant number of students come to CEB events and continue to participate in them. These numbers show that our students are interested and actively engaging with CEB programming; they are recognizing the benefits of finding community, making connections, learning, and finding balance and fun experiences beyond classes, work, and/or personal commitments.

In addition, CEB consistently partners with student clubs, organizations, and departments; more than 60% of events each year are the result of collaborations with other groups. Since CEB events draw such large numbers in terms of participation and engagement, our event co-sponsors benefit from sharing more about their resources, services, programming, and helping to communicate how the UWB, as a whole community, serves with and for our students.

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).

CEB intentionally measures the value, success, and quality of our programs; to determine how well we are meeting each program's unique learning outcomes and CEB goals. We also gain insights from students about potential needs and interests for on-campus programs; this informs CEB's future events and activities. We look at data regarding our marketing and how folk hear about our programs and the number of volunteer sign-ups (unique CEB student engagement opportunity). And, we gather and analyze data for program budgets, purchases, and maintain records and reconciliation of the cost per program based on supplies and contracts (i.e., vendors, performers). All of this is used to assess the overall financial and operational health, success, and impact of CEB programming.

Current Forms of Assessment:

- Student attendance numbers via clicker count & sign-in sheets (paper & online)
- CEB annual fall quarter survey (feedback on current programs, new ideas, student needs, topics of interest)
- Social media insights (Facebook; Instagram; post likes, video views,

page followers)
 -Intentional interviews & conversations with program participants and other students
 -Number of program volunteer sign-ups
 -In-program feedback & assessment (i.e., feedback box, writing reflections on poster)
 -Program team debrief (CEB, supervisor, partners)
 -SEA Departmental data (quantitative; number of staff-student interactions, attendance)
 -Post-Evaluation form (completed by CEB lead programmer for each program)
 -Post-program surveys (completed by participants)
 -Legacy Folder for each program (program guide, emails, contracts, marketing plan, receipts)

Highlights for 2019-2020:
 -W Day 2019 attendance (600+): CEB continues to have successful collaborations with partners (UWB Advancement)
 -Top requested CEB program topic: "Music" (~68% of survey students): CEB is going to coordinate more music-focused programs (e.g.-concert, musical performance)
 -15% increase (220) in Facebook page followers (Jan 2019=1440 -> Jan 2020=1666); CEB's social media branding efforts are bringing significant results
 -More than a third of respondents learn about CEB programs through posters/flyers: CEB understands that posters/flyers is the best method for promoting programs
 -More than 12% of "Spooktacular" attendees identified as "community members": CEB is effectively reaching out to the community and building a stronger connection between campus and our neighbors
 -Number of Fall 2019 volunteer sign-ups (20); UWB students are interested and actively participating in CEB programming
 -"Wonderful event! Awesome way to start school!" (ARC Carnival participant feedback): ARC Carnival continues to be a popular program with our students
 -Fall 2019 programs average cost per person: \$12.49: CEB provides low-cost, but high-impact programs for students
 -Total budget spent for Fall quarter 2019: \$19,926.85; CEB is on-track for spending the SAF funds awarded for 2019-2020 in order to bring programs for students

Question:

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

We are requesting an increase in salaries/wages for Campus Events Board student programmers to reflect the expected rise in minimum wage.

CEB was awarded \$74,594 in high-profile funding for the 2019-2020 academic year. We are not requesting high-profile funding for 2020-2021.

Works Cited (for references and citations throughout proposal):
 Council for the Advancement of Standards in Higher Education. (2015). CAS professional standards for higher

education. Council for the Advancement of Standards in Higher Education. Lunenburg, F.C. (2010). Extracurricular activities, *Schooling*, 1(1), 1-4. Vale, D., & Roat, A.E. (2015). Programming for the new majority: Non-traditional students, *Campus Activities Programming*, 48(4), 32-36.

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).

Campus Events Board currently has 5 student programmers and 1 student Chair. Each CEB student staff member holds a key role in carrying out SEA's and CEB's mission to support students' growth, learning, and engagement on-campus.

CHAIR: Leads and serves as the peer mentor to team; supports team in planning, execution, and evaluation of all events (weekly team agendas, leads meetings, program proposals, room reservations, budgets) and; CEB liaison to event co-sponsors and lead programmer for Fall Carnival and SpringFest.

ENTERTAINMENT: Serves as primary programmer for entertainment and novelty programs such as concerts, dances, comedians, magicians, game shows, and films/movie nights.

MARKETING & GRAPHIC DESIGNER: Develops, designs, and distributes digital and print promotional materials for CEB events, including posters, flyers, banners, graphics, and social media images. Supports Public Relations in CEB marketing and public relations events.

PUBLIC RELATIONS: Oversees CEB branding efforts, such as: social media, brand campaigns, volunteer outreach, weekly tabling, and other promotional efforts (e.g., PR events). Co-leads school-spirited and CEB public relations events such as W-Day during UW's Homecoming Week.

SOCIAL ISSUES & AWARENESS: Coordinates events around social awareness campaigns, current events and issues, social justice, community, and global-related topics, such as large panels or workshops, sustainability issues, speakers and lecturers, or other topics such as LGBTQIA, sexual violence prevention, or undocumented citizens.

SPECIAL EVENTS & TRADITIONS: Coordinates annually recurring large-scale events focused on special celebrations for community-building and engagement, such as Spooktacular, Casino Night, and collaborative Spring Events (Intercultural Market, Sustainability Week events).

Note: With the increase in minimum wage in Washington State, we have had to increase our wages and benefits. This proposal reflects this increase as of January 2020 and the expected minimum wage increase to go into effect in January 2021.

Programmers (Minimum Wage): July to

December 2020: \$16.39 | January to June 2021: \$17

We request that the Chair is paid \$1 more than the Programmers as they are the leadership of the Campus Events Board and hold a greater range of responsibilities in their role.

Chair: July to December 2020: \$17.39 | January to June 2021: \$18

WAGES OVERVIEW:

Chair:

July to December 2020 | 1 student x 19.5 hours per week x 20 weeks x \$17.39 per hour = \$8,139

January to June 2021 | 1 student x 19.5 hours per week x 26 weeks x \$18 per hour = \$9,126

Programmers:

September to December 2020 | 5 students x 15 hours per week x 17 weeks x \$16.39 per hour = \$20,897

January to June 2021 | 5 students x 15 hours per week x 24 weeks x \$17 per hour) = \$30,600

TOTAL Wages: \$68,762

BENEFITS OVERVIEW:

Programmers (for all 5): \$10,763
Chair: \$3,608

TOTAL Benefits: \$14,371

TOTAL Salaries & Benefits requested: \$831,333

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.

General Programming

Campus Events Board is requesting \$53,000 for general programming in order to continue providing meaningful, inclusive, collaborative, educational, and engaging events and activities for the UWB student body. This amount will be distributed across the Fall, Winter, and Spring academic quarters to focus on the CEB programming themes: Social Issues & Awareness, Entertainment, and Special Events & Traditions.

The funding we are requesting is crucial for CEB's work on our campus. As the main student-led programming board at UWB, we collaborate with many other departments and organizations to reach a wide audience. We provide financial and other resource(s) support for campus programs that align with SEA mission and values, such as "W-Day," an annual partnership with UWB Advancement. CEB often collaborates with partners, who like to tap into our event planning expertise and commitment to serving student needs; we partner with Cascadia College's Events and Advocacy Board (EAB) to put on "ARC Carnival," our big welcome back program on the first day of classes. CEB also partners with faculty members, like Dr. Georgia M. Roberts, to bring local artists to campus, such as "Beats & Rhymes with Gabriel Teodros." We co-host major speakers (i.e., Dr. Angela Davis), domestic violence awareness programs ("Beauty & the

Beast: Hidden Story" with HAWRC and HEROs), and many more. With the funding awarded to CEB, we are able to promote important issues that affect students, making high-profile and impactful speakers and topics, learning, and community-building opportunities widely accessible and available to UWB students.

Total Programming/Events funding requested: \$53000

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.

This is included in the "Programming/Events" category.

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.

We are requesting Printing & Copying funding in the amount of \$750 to best assist CEB in general administration, event execution, marketing, and outreach in order to widely reach and connect students with our programs. For this academic year, CEB was awarded \$1000 for printing/photocopying. In the past, this was included in the "Programming/Events" category for cost of printing marketing posters, flyers, handouts, administrative documents, and supplies for CEB programming and administration (i.e., team meeting handouts, puzzle activity sheets for events, program feedback forms). In 2018-2019, CEB paid about \$650 for printing/photocopying services, so we are reducing our funding request (\$1000 -> \$750) for the 2020-2021 academic year. With the lower amount, we can still be creative in CEB programming, but can anticipate potential increases in printing/photocopying cost (considering expenses from both UWB printing services and outside printing/photocopying vendors).

Printing & Photocopying: \$750

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.

Promotional Materials: \$1,000

We are requesting \$1,000 to allow us to improve our ability to market our events and services to students, as CEB's large-scale and values-focused programming requires greater need for marketing. We are focusing on finding more affordable and sustainable ways to promote CEB programs, but still have a need for physical promotional materials. Each Autumn quarter, we run out of promo materials and have to re-order as a way to reach the high numbers of students. CEB coordinates weekly tabling and marketing to promote upcoming programs; this is when promo items are in the highest demand from us. The funding will help us to overcome increasing limitations in options for materials, delivery fees, and taxes, while still continuing to interest

and engage all students.

Total Office Supplies (Promotional Items) requested: \$1000

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.

This is included in the "Programming/Events" category.

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.

This is included in the "Programming/Events" and "Professional Development" category.

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.

Each year, Campus Events Board has been awarded SAF funding to attend the regional National Association of Campus Activities (NACA) conference. This funding supports travel for 6 student staff and the CEB professional staff supervisor. \$8000 is for covering the standard costs of conference attendance, including meals per diem, lodging, transportation, and registration fees. The additional \$1000 will cover the University of Washington Bothell's NACA association membership dues, which allows CEB to attend the conference at a significantly reduced rate; this is due in the upcoming 2020-2021 academic year. The total amount being requested reflects the increasing costs of flights, lodging, and registration fees (\$225 for 2018 -> \$255 for 2019).

CEB and the campus benefits from having the team attend NACA. Each year, there are over 70 different educational and roundtable sessions for attendees. Because of these, the CEB student team gain new skills and insights about trends and best practices in event planning; they use this to enhance their roles and create better programs for UWB students. Both the CEB students and their staff supervisor are able to network with other college programming boards and professionals, learning about better ways of engaging students. Lastly, we are able to do "Block Booking," which helps us to share costs with nearby schools and book entertainment and vendors at lower prices. This means that our SAF programming funds can be used more efficiently, with greater meaning and impact for our UWB students.

	CEB quarterly training and other professional development are supported by SEA staff and resources. This is reflected on the Student Engagement & Activities budget.
	NACA Association Membership and Conference Attendance: \$9,000
<i>Question:</i> 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/	This is included in the "Programming/Events" category.
<i>Question:</i> 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.	No other amount is being requested.
<i>Question:</i> 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.	146883
<i>Question:</i> 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 8:30am and 11:30am, tentatively scheduled for Friday, January 31, 2020 and Friday, February 7, 2020. Someone from my group will be available to attend a brief hearing scheduled during that time frame.	I Agree

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