

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

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

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

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

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

Late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.

SUBMITTED BY  
Samantha Robins  
samantha.robins@hotmail.com  
Jan 13, 2015, 04:10PM PST

ON BEHALF OF  
Campus Events Board

## SAF Annual Proposal Form

[Required] Proposing Group Campus Events Board

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

[Required] Department/Organization Student Engagement & Activities

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

[Required] Contact Person Samantha Robins

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

[Required] Contact Email ceb@uwb.edu

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal. Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

[Required] Contact Phone 425-352-5266

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

[Required] Faculty/Staff Member Sam Al-Khoury

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

[Required] Faculty/Staff Member Email sea2@uw.edu

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

[Required] Executive Summary of Your Proposal

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

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

The Campus Events Board is committed to providing all students with a purposeful and positive collegiate experience through diverse programs and events. Through programming we strive to create an educational, safe, and welcoming environment for all students outside of the classroom. The Campus Events Board is an essential part of the UW Bothell community as it has been highlighted in the 21st Century Campus Initiative. The main pillars of the initiative that the Campus Events Board strives for are diversity, student-centered, and community. The board enhances campus commitment to diversity and inclusiveness through events that highlight the experiences and needs for oppressed and underserved identities. The board enhances student services to support academic success and enrich student life through events that help students find a balance between coursework, jobs, social life, and other off campus commitments. We as a board are completely student-centered and all programs and events are planned and run by student leaders for the benefit of other students. The board deepens and broadens community engagement and research by providing opportunities to students to build a deeper connection to the university and to find their place within the UW Bothell community.

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

In 200 words or less, please do the following:

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

The Campus Events Board serves as the primary programming board for the campus. Our programs and events strive to provide students with a purposeful and positive collegiate experience. Unlike many campuses in this state, we lack a Greek 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 experiences that enhance their lives through educational and social opportunities with their peers. These cocurricular experiences impact students, not just in their coursework and their experience of the UW Bothell community, but supports their growth and development as leaders and citizens. For example, during Fall Quarter the Campus Events Board hosted their annual Circus Masquerade Ball at the Inglewood Golf Club. This program provided students with a safe, substance free environment as well as bringing different opportunities for students to enhance their college experience. Opportunities included: circus themed games, a caricature artist, mocktails provided by the Health Educators Reaching Out, music and dancing. We had a record number of approximately 450 attendees and co-sponsored with the Cascadia Activities Board and the Health Educators Reaching Out (HEROs). The Campus Events Board also hosted with co-sponsors the annual Spring Fest campus carnival. This event registered more than 800 attendees at the field events alone, and even more participated in the concert, face painting, petting zoo, balloon artists, and craft making. Spring Fest is largest single student-led event on campus and completely transforms the entire campus environment, giving students a true collegiate experience. With our SAF funds we have also supported other organizations on campus including but not limited to: the Social Justice Organizers, Health Educators Reaching Out (HEROs), Resident Housing Association, ASUWB, Japanese Student Association (JSA) and Achieving Community Transformation (ACT). By co-sponsoring with such a vast number of organizations allows for us to reach a wide range and network of students and their needs and interests. None of our success is possible without SAF funds. As members of the Campus Events Board, we create and co-sponsor with a number of departments, organizations and clubs to put on programs for our campus community. Through these programs we strive provide students with a purposeful and positive collegiate experience through diverse programs and events. We often co-sponsor events with other on campus organizations to share our resources and reach out to a wider range of students.

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

In 200 words or less, please do the following:

- Indicate the benefits of your proposed program for students.
- Estimate how many currently enrolled students will likely benefit from your proposed service or program.
- Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

We planned and executed approximately 35 large-scale, campus wide events during Winter, Spring, and Autumn 2014. 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. Being a commuter campus, we strive to reach as many students on campus as possible. In the last calendar year we have had more than 4000 participations, including 1605 participations in the autumn quarter alone, this is a 112% increase in attendance over Autumn 2013 (705 participations). This is a direct result of the increased funding available to us through SAF's allocation for the 2014-2015 academic year. This is the first increase in CEB's programming funding since at least 2011. It is shown that with increased funding, attendance has also increased.

Disney Movie Screenings and Sing Alongs (170)  
Spoken Word Writing Workshop with MC Prototype (65)  
Lunar New Year (250)  
Casino Night Dance & Table Games (240)  
Glow Dance (310)  
Coffey Anderson – Live Acoustic Performance (67)  
Blood Brother Documentary Screening (30)  
Spring Fest (~800)  
Pub Trivia Night (75)  
Paint It Yourself Arts & Crafts Day (140)  
Rocky Horror Picture Show Interactive Film Screening (110)  
Circus Masquerade Ball (450)  
Spooktacular Family-Friendly Halloween Carnival (280)  
Native American Celebration (50)  
Domestic Violence Awareness Tabling Day (258)  
Transgender Day of Remembrance Tabling and Film Screening (240)  
Yule Ball Dance (205)

**[Required] How do you plan to assess the program or service?**

How do you plan to track the effects of this program or service?

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

The 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 national standards for campus activities programs. 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.

Additional Information No answer submitted.

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

#### Salary/Wages

Describe the funds you are requesting in detail below.  
Please put total dollar amount of salary/wages in the bottom of this box.

\$60,986.25

CEB currently has 5 student programmers (Series, Special Events, Marketing & Public Relations, Social Issues, and Arts) and 1 student chair.

Chair: 1 student x 19.5 hours per week x 45 weeks x \$13.50 per hour = \$11,846.25

Programmers: 5 students x 15 hours per week x 42 weeks x \$13 per hour = \$40,950

CEB is proposing a new student position of Graphic Designer. Currently our Marketing & Public Relations Programmer creates all graphics materials, manages all social media, executes branding efforts, staffs all events, photographs all events, supports volunteers, and leads general marketing events. With the growth of the student population, increasing size of the physical campus, and expansion in number of programs, these responsibilities are too much for a single student. With a dedicated Graphic Designer position, we can recruit a student with a strong media and graphics skill set to create our materials, and the Marketing & Public Relations Programmer can focus on developing new ways to tell CEB's story to students and engage people in our programs in new ways.

New Graphic Designer: 1 student x 15 hours per week x 42 weeks x \$13 = \$8,190

Benefits \$60,986.25 (salaries) x .165 = \$10,062.73

Describe the funds you are requesting in detail below.

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

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

#### Programming/Events

Describe the funds you are requesting in detail below.  
Please put total dollar amount of programming/events in the bottom of this box. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. If your request includes security and you would like an estimate, please contact UWB Security at 425-352-5359.

\$60,000.00

We plan to spread this across each quarter into \$20,000 for each quarter (Autumn, Winter and Spring) for events. This includes 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; and marketing and promotional materials. This funding for programming allows us to execute the events described earlier in this proposal. We also would like to ask that the standard SAF limit on promotional materials of \$800 be extended to \$1500 to allow us to improve our ability to market our events and services to students, especially with the significant shift in moving to the new Activities and Recreation Center.

Facilities Rentals/Set-Ups n/a

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up. If you need assistance with estimated costs, please speak to a staff/faculty member.

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

Printing & Photocopying n/a

Describe the funds you are requesting in detail below.

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

Office Supplies n/a

Describe the funds you are requesting in detail below.

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

Food/Refreshments n/a

Describe the funds you are requesting in detail below.

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

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

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

Equipment Rentals/Purchase n/a

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service. Please put the total dollar amount of equipment rentals/purchase in the bottom of this box.

Transportation n/a

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

Meals and Lodging for Travel n/a

Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at the following link: <http://www.gsa.gov/portal/category/21287>  
Please note that hotel bookings are typically done through the University. Please put the total dollar amount of meals and lodging in the bottom of this box.

Telecommunications n/a

Describe the funds you are requesting in detail below. Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension). Please put the total dollar amount of telecommunications in the bottom of this box.

Other

Please include any other expenses that don't fall under any of the above categories in detail. Please put the total dollar amount of other in the bottom of this box.

\$26,500.00

\$10,000.00 rainy day funds. We use this rainy day funds budget for unforeseen costs, and for co-sponsoring with clubs and other organizations. Unforeseen costs may include but are not limited to, unanticipated clean-up costs, vendor audio and technology requests that exceed campus capabilities, and vendor/performer accommodations for tech or hospitality riders. This budget also accommodates clubs, organizations, and departments who would like to co-sponsor with Campus Events Board on their programs. In the past we have financially assisted programs that have been consistent with our organizations' mission and that have been brought to us by the Student Affairs, several campus clubs, Recreation Supervisors, Universal Leadership Conference, Resident Assistants, ASUWB, Social Justice Organizers, Orientation, and the Residence Hall Association.

\$13,500.00 to be used for CEB to attend the regional National Association for Campus Activities conference. This fund includes, but is not limited to meals, lodging, travel, and registration fees. This fund supports travel for 7 students, the CEB advisor, and the Program Assistant. In the event that there are excess funds after the conference, the remainder will be used for additional training and professional development for these individuals. \$3,000 for training and developmental programs throughout the year, including summer training and fall training camp.

$\$10,000 + \$13,500 + \$3,000 = \$26,500$  total

[Required] Total Amount Requested \$60,986.25 (Salaries) + \$10,062.73 (Benefits) + \$60,000 (Programming) + \$26,500 (Other) = \$157,549.00

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error. Round your final total up to the nearest dollar.

[Required] Terms and Conditions  I Agree

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

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

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