

# SAF Annual Proposal Form

**Question 1. \* (Indicates a required field)**

Proposing Group

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

**Question 2. \***

Department/Organization

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

**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.

**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.

**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.

453-352-3518

**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.**

Missy Dominguez

**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.**

missyuwb@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>

Club Council will be requesting funding for administrative and programming expenses on behalf of all student clubs. This includes the Club Council salary for 5 student leaders who will continue to guide club officers and members to success and programming dollars to help support clubs.

Club Council is dedicated to empowering students at UW Bothell by promoting, recognizing, and integrating diverse interests to build unity on campus. We strive to create a positive and inclusive environment through guiding the process for club success.

The work of the Club Council and clubs directly supports the elements of the 21st Century Campus Initiative, including Resourcefulness, Diversity, Community, Innovation, Sustainability, Growth, and Student-Centered.

Club Council works hard to promote getting involved on campus because of the rich experiences that can be gained from joining a club or student organization. This directly correlates to student centered initiative which is to “Enhance student services to support academic success and enrich student life.”

All of the clubs on campus are student run and student lead. As students work together to achieve their mission as it fits into the 21st Century Initiatives, they are sustaining their vision with Club Council’s support. This directly connects with the element of Growth and Community.

Moving forward, Club Council’s proposal supports the initiative of Diversity because clubs are constantly bringing diversity to the UW Bothell campus with its wide variety of missions and goals. Club Council is here to support clubs with their initiatives to fulfill their mission and goals by helping them with administrative duties and providing resources such as providing budgets, event planning, marketing, and more.

With that, clubs are a great way to find and build community on campus and are essential to the University of Washington Bothell campus. In addition, Club Council is important because Club Council works hard to ensure that those participating in clubs will find a profound and meaningful social and educational experience. Not only that, Club Council advocates for clubs to continue to build a strong legacy on our campus through various trainings and resources that they make available.

#### **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.

Involvement in a club is one of the most accessible and unique ways to become active in the UW Bothell community. Clubs are an opportunity for every student, from first years to graduate students, to craft their experience from the moment they arrive on campus.

Club Council, in partnership with the Student Engagement and Activities, provides club members the opportunities, resources, and support necessary for leadership development, organizational

management, and skill development outside the classroom, which are critical elements of a robust college experience.

Club Council does a multitude of administration duties that help support clubs in their daily functions and have many resources available for their use. Club Council handles registration, recognition, officer training, and funding for clubs.

Clubs are using Club Council's resources to gather interest among their peers and learn from each other. Clubs use Club Council's resources to also reach outside of the UW Bothell community to learn ways to improve their clubs by attending conferences and other educational events that align with their mission and goals. Major club events and programs would not be possible without this funding from SAF and help from Club Council.

**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.

This full request has been funded in the past and there are no new requests beyond what was allocated for last year. Club Council is requesting the same amount of programming funds as awarded for the 2016-2017 year (\$64,000 from SAF and \$6,000 from Sports and Field). The only difference in student salary funds is due to the increased hourly rate standard across the division.

**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.

As the campus continues to grow in the number of students, the number of students involved in clubs are also growing rapidly. This is shown by the fact that we already have 16 completely new clubs than last year, and for the first time we consistently have clubs with higher membership than can be accommodated in campus meeting rooms. By Winter 2016, 46 clubs were registered; this year in Winter 2017, 51 clubs are registered with 17 clubs still pending.

Each club has 5 officers. Club Council works directly with these officers during Officer Training, 1 on 1s for event planning or club support, and during all of our processes for forms and budgets. Through

these interactions, Club Council will encourage community building on campus which will help to enrich each student's experience.

While each club needs at least 5 officers, the vast majority of clubs have far more than the minimum of 5 students, and some have over 50 members. Club funding impacts a minimum of 400+ club officers, multiplied by the hundreds of members and event attendees who participate in club programs. It is important that we have these funds to support our clubs because each of these clubs fosters a community environment on campus.

**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?

Club Council is intentional in continually gathering student feedback in formal and informal ways.

Formally, Club Council plans on getting feedback from clubs every quarter by conducting surveys on Orgsync, holding forums, and assessing events planned by Club Council. For example, Involvement Fair and Club Camp in Autumn quarter will assess what clubs need for the year while Night Fest held in Winter quarter and Recognition Banquet held in Spring quarter will assess how Club Council can improve and clarify their processes.

At the end of every event held by Club Council, Club Council will assess their events to see how successful it was in bringing more exposure to the clubs and getting necessary feedback from the clubs.

For club events and programs, Club Council will continue to work with clubs to help them improve their events or programs. Club Council has clubs complete an event assessment form on OrgSync.

Informally, Club Council practices asking clubs how they are doing and what Club Council can do to better assist with any club processes. Club Council builds strong relationships with clubs through offering support, being transparent, and proactively seeking input on process improvement.

**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.)

With the programming funding that SAF allocates to clubs, Club Council then holds weekly meetings where club members can request to access those funds. Club Council reviews these funding requests according to SAF's bylaws, especially Section 5 Guidelines for Funding, Section 6 General Criteria for Evaluation Funding Requests, and SAF's funding principles. Club Council also evaluates these requests keeping in mind university and department policies, as well as the Club Funding Model.

The Club Funding Model is the guide for ensuring that club/SAF funds are used for the greatest impact on the student body. In order to form the Funding Model, Club Council collects feedback from students at quarterly forums, in surveys, and through daily interactions. In example, the 2016-2017 Funding Model ensured over 50% of the programming budget went towards necessary expenses for club-led on-campus programs, 14% towards promotional items, 11% towards conference registration, 8% towards club sports and sports-and-field-related activity, and 14% towards operations. An explanation of each section is provided below.

**On-Campus programs:** This portion includes speaker fees, entertainment, supplies, decoration, food integral to the event per UWB Fiscal & Audit Services, security, and other necessary expenses for club programs. This funding is crucial to providing accessible opportunities for students to engage with others, build community, and learn outside of the classroom.

**Operations:** This category includes Club Council-organized programs such as Involvement Fair and Club Recognition Banquet, training expenses, club printing, and supplies available to all clubs. These funds ensure clubs operate smoothly and have resources for daily operation.

**Promotional Items:** Clubs can request funds for branded items such as pens or banners. Promo items build recognition for student organizations, build community within a club, and provide clubs a way to encourage engagement in their organization. Advertising involvement opportunities on campus is important to ensuring that the funds spent on programs reach a wide range of students.

**Conference Registration:** Conferences are a valuable opportunity for clubs to build community, get to know each other better, connect with other community members outside of UWB similar work, and gain leadership skills. Per the current Funding Model, clubs can only request these funds for registration fees, not other costs such as transportation, food, and accommodations.

**Club Sports & Recreation:** Requested from the Sports Field Fee, these funds go towards clubs who register in community leagues as well as sports and field related activities. These opportunities teach students team dynamics, health/wellness, and perseverance.

Clubs and Club Council rely on an all-inclusive programming allocation from SAF to continue daily operations and support to student organizations. As Club Council is in a unique position of representing over 90 student organizations in this SAF request, all who vary their programming year-to-year, it's important that an all-inclusive programming allocation be given so that Club Council can gather feedback from students to inform a Funding Model.

#### 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).

The Chair is expected to work 19.5 hours a week while school is in session, with additional hours during summer training.  $936 \text{ hours (48 weeks)} \times \$16 + 17.9\% \text{ benefits} = \$17,657$  for the Club Council Chair.

Club Council Secretary, Treasurer, Recognition Coordinator, and Marketing Coordinator are expected to work 16 hours a week while school is in session, with additional hours during summer training.  $656 \text{ hours (41 weeks)} \times \$15 \times 4 \text{ members} + 17.9\% \text{ benefits} = \$46,405$  for Club Council members.

Club Council member breakdown:

Chair – the Chair supports Club Council members with their daily operations and delegates duties, oversees general Club Council members’ interaction with clubs, and is in charge of facilitating all meetings, coordinating with the adviser, updating processes and reviewing Club Council overall to better operations.

Secretary – the Secretary supports Club Council by maintaining all correspondence with clubs via email, phone, or written document. The Secretary is in charge of note taking and keeping at all meetings. Lastly, they are in charge of supporting their designated club categories with event planning, budget request process, marketing, etc.

Treasurer – the Treasurer keeps track of all budget related things regarding to Club Council and clubs. They are also in charge of supporting their designated club categories with event planning, budget request process, marketing, etc.

Recognition Coordinator – the Recognition Coordinator keeps track of all clubs and their process to getting officially recognized by Club Council and UW Bothell. They are also in charge of supporting their designated club categories with event planning, budget request process, marketing, etc.

Marketing Coordinator – the Marketing Coordinator is in charge of social media and website pages, taking photos at events, coordinating graphic design submissions, and publicizing club news. They are also in charge of supporting their designated club categories with event planning, budget request process, marketing, etc.

Last year, Club Council identified the need to add another staff member for Public Relations in order to better distribute club work. As the funds were not granted for this staff member, we want to note that funding support for SEA Project Assistants and Student Affairs Graphic Designers are crucial in ensuring club operations run smoothly, as these student employees assist tremendously with club printing requests and Club Council graphic design work respectively.

**Total request for 5 Club Council members: \$64,062**

**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.

Club Council is requesting the inclusive amount of **\$70,000** to better support clubs with their events and programs (\$64,000 for clubs from SAF and \$6,000 for sports and field-related activity from the Sports Field Fee). This is the same amount that was awarded from SAF for 2016-2017. Clubs have a diverse range of events and programs that they need financial support with. Their events range from speakers on campus, to community conferences and more ways to build community.

To better support clubs with their events and programs, the request is also inclusive with Club Council's needs to improve resources given to clubs. This request includes support for printing needs, event funding needs to market clubs and Club Council, and general supplies to bring the best quality of support for daily operations.

Once SAF provides a preliminary and final budget, Club Council uses this information along with input provided from club members to decide on a funding model. This funding model ensures that the focus of club funds remain on on-campus, accessible programs and create a high impact on the general student body.

An allocation of \$70,000 to Club Council for the 2016-2017 academic year resulted in the following funding model breakdown:

- \$36,000 for on-campus program costs such as speaker fees, entertainment, supplies, decoration, food integral to the event, film copyright, security, and so forth
- \$10,000 for operational costs such as Club Council training, Club Council programs held to benefit clubs such as Involvement Fair and club workshops, Officer Training supplies, printing offered to clubs, and club supplies in the resource room
- \$10,000 for clubs to requests funds for promotional items
- \$8,000 for club conference registration opportunities
- \$6,000 for club sports league registration fees and sports and field related activity

Club Council proposes a finalized model at the end of the academic year as informed by student feedback in surveys and at club forums, data from previous years, and identified emerging needs from students.

**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.

N/A

**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.

N/A

**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.

N/A

**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.

N/A

**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.

N/A
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**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.

N/A
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**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.

N/A
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**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/>

N/A

**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.

N/A

**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.

\$134,062

**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.