

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

Results for: ID# 19399773	
Submission date: 1/16/2020 2:46 PM	
Total time: 2 hours, 13 minutes, 40 seconds	
Question	Response
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Student Engagement & Activities - Club Council
<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>	Kenneth Truong, Club Council Chair; Carla Christensen, Assistant Director of 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>	uwclubs@uw.edu carla24@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>	206-422-3671 425-352-5264
<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>	Carla Christensen, Assistant Director of Student Engagement & Activities; Sam Al-Khoury, Director 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>	carla24@uw.edu sea2@uw.edu
<p><i>Question:</i> Executive Summary of Your Proposal (500 word limit) Please provide a concise overview of the program, activity, or service for which you seek funding.</p>	<p>Club Council is a student organization, currently comprised of 6 students (a chair and five members) dedicated to governing, supporting, and administering the recognition, funding, and operation of all student clubs on campus. We are a group within Student Engagement & Activities (SEA), and we assist in their overall mission to create environments for students to be extraordinary. This is accomplished through the work our team does and the impact and support we provide for clubs, their events, and the students involved in both.</p> <p>Club Council is requesting funding for administrative and programming</p>

expenses on behalf of these clubs. This proposal includes:

- Club Council salary for 6 student leaders who guide officers and members of clubs to achieve their clubs' vision, mission, and goals;
- Programming funding for student clubs to host successful events, including a separate line for "uncapped" programming in which Club Council can support clubs' large scale, new, and innovative programs that do not align with the standard programming model (in place of clubs needing to request funding through SAF Contingency Cycle); SAF asked us to create this opportunity last year, and we request to continue it
- Student Staff Development is being requested to enhance the student's development of skills directly related to the job. In addition to the training coordinated by Student Engagement & Activities, Club Council believes that there are unique skills affiliated with our role, and we would like to have additional opportunities throughout the year to bring in specialists for Club Council specific training

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 by supporting clubs, connecting them to campus resources, and guiding them through university processes for club success.

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)

Club Council connects individual students to involvement opportunities, including event participation and club membership. We also provide club members the opportunities, resources, and support necessary for leadership development, organizational management, and skill development outside of the classroom. We connect to SEA's mission by linking clubs to resources on campus that allows them to achieve their purpose and mission. This empowers them to "co-create collective learning experiences with their peers, which cultivates their agency" (SEA Mission Statement).

Involvement in a club is one of the most accessible and unique ways to become active in the UWB community. Clubs are an opportunity for every student, from first year to graduate, to explore their individual interests and craft their personal experience from the moment they arrive on campus. It also establishes a point of connection that often leads to retention and persistence through graduation (Tinto, 2012). Club Council is integral to clubs' success because we ensure their participants will find a profound and meaningful experience, both socially and educationally. Club Council works hard to promote getting involved on campus because of the rich experiences that can be gained from joining a club. Additionally, all of the clubs on campus are student-run and student-led, further enhancing their student

experience. Studies show that students involved in co-curricular experiences are likely to be more satisfied with their educational experience, establish a sense of belonging within their campus community, and do better academically (Kuh, 2010).

Through services such as club registration, formal university recognition, ongoing officer orientation and event training, one on one consultation for event planning, and coordination of university processes including fiscal forms and budgets, Club Council supports clubs in their daily operations. Additionally, clubs have a wide variety of events and programs – including speakers on campus, community conferences, cultural celebrations, and more educational or informative gatherings where students come together across a common interest -- that rely on financial support. Major club events and programs would not be possible without funding from SAF and support from Club Council. Such events, include: Latinx Student Union's Dia de los Muertos; Car Club Car Meets; and Black Student Union, Latinx Student Union, Muslim Student Association, and Filipino American Student Association's Heritage Night.

As our student population continues to grow and change, so does student demand for leadership opportunities, events & activities, and co-curricular experiences. Club Council serves these needs by providing recognition, training, and funding for clubs, as well as continued support for club success. The club experience supported by Club Council grounds our student experience within the campus community to further enhance their sense of belonging at UWB.

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
 Staffing: (6 members total) \$84,130
 Programming Money: \$72,000
 Uncapped Programming Money: \$28,000
 Student Staff Development: \$2,500
 Engagement Platform Integration
 Staffing: \$3,095
 Engagement Platform
 Training/Consultation: \$5,000

2020-2021 Request
 Staffing: (6 members total) \$86,435
 Programming Money: \$72,000
 Uncapped Programming Money: \$28,000
 Student Staff Development: \$2,500

For 2019-2020, Club Council was awarded additional programming money to total \$100,000. The additional \$28,000, which SAF awarded above and beyond our request, we are calling "uncapped funding." This includes funding for Club Council to support some of our clubs' large scale initiatives, such as Association for Computing Machinery's Hackathon. This provides an ongoing opportunity for

clubs to request funding throughout the year without having to be reviewed by SAF in the contingency cycle. This helps maintain consistency in funding awards to clubs and alleviates some of the additional steps the SAF committee has to take to review funding for club programs in the SAF contingency cycle. As many of the clubs' large scale programs occur in the spring, we have not yet seen any submissions for this funding source. However, we are aware of at least 7 clubs (Association for Computing Machinery, Association for Computing Machinery - Women, Institute of Electrical and Electronics Engineers, Supply Chain Management Club, Muslim Student Association, South Asian Student Association, and Vietnamese Student Association) who are planning to request these funds.

It should also be noted that we have now transitioned into the new organization management platform, Presence, and are no longer requesting the additional funding for platform integration staffing and training.

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.

Club Council, as the first point of contact for clubs and their officers, must stay informed of university happenings, so that they can optimize their support of clubs. Clubs remain the most significant area of growth within Student Engagement & Activities (SEA). As the number of registered clubs rise, the complexity and frequency of club events increases. Additionally, as UWB grows and develops beyond a commuter campus, new and ever-changing policies are established that directly impact club activities. It is imperative Club Council keep up with this growth in numbers and changes in policies in an ability to plan for, respond to, and support students.

With all of the new initiatives our clubs are undertaking, they are seeking a point of contact and resource for support. Club Council is already beginning to see an increase in officers who are seeking resolution to space reservation issues, event planning consultation, club renewal support, and a bridge to other departments on campus. Within the next five years, we will be sought out for the organizational consultation that we can provide in addition to being the entity that processes funding requests. Officers are already beginning to connect with us for these services, and it will only continue to increase.

Additionally, SEA along with the Division of Student Affairs is currently transitioning into a new organization engagement platform, Presence. As a replacement to OrgSync, this new platform will coordinate all club activities, function as a record-keeping tool for audit purposes, and facilitate communication between Club Council and clubs. It will be a more user-friendly platform that will better meet our student needs.

However, a new platform creates a

need for more efficient training for students. In addition to the extensive training club council will undertake to learn the software, they will receive an increase in questions from students at-large, an understandable result of the change.

With all of these ongoing and impending transitions and adjustments, Club Council will create a library of videos and documents that individuals can access online to help navigate different club processes. This will provide easy reference and usability for the new platform so that in five years it is smoothly integrated into the daily experience of a UWB student.

Finally, we will have a formalized fundraising policy in place that will support our clubs' initiatives, which they have been requesting for several years. This is not an encouragement of in-kind donations, but rather a means for clubs to acquire self-supporting funds that allow them to spend money beyond the parameters of the restrictions connected to university fees.

As club numbers continue to grow, the need for structure and support around them continues to increase, and Club Council will need to grow and adjust to continue the high standard of support our clubs expect.

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.

Club Council has a direct and beneficial impact on a significant portion of the student body. As the number of clubs grows each year, so does this impact. We did see a slight drop in the number of clubs registering (45) and officers getting trained (151) this quarter, which is unusual given our past history of steady growth. We attribute this to having not had a platform (OrgSync was gone and Presence is not yet set up) in which we can communicate with all students on campus. This has limited our reach to only pre-existing clubs and members for whom we had contact information. Because we didn't have the ability to communicate with all students on campus, we believe that has impacted our numbers of recognized and new clubs.

However, involvement continues to grow. Although our registered club numbers are not as high as in previous years, club membership is at an all-time high. Many of our clubs are reporting some of their largest memberships of more than 50 to 100 students. This shows that club involvement is integral to the UWB student experience. Club Council continues to work with officers so that they can provide more skillful, knowledgeable leadership to their members.

Funding for clubs not only impacts them, but the thousands of attendees who participate in club programs and events. Not only are our clubs growing, but so is the scope of the events that they produce. No longer are they trying

to plan pizza socials and arts and crafts events, but have begun coordinating dances, conferences, and hackathons. These larger events are driving up the number of students who attend these events continuing to expand the scope of widespread student involvement and community building and are getting 150 - 350 attendees.

Additionally, this year, Club Council has altered their training for club officers in which we now offer two different sessions, an officer orientation which is required to become a recognized club, and an event training which is required for clubs to be eligible to request funding. Not all of our clubs need or want to request funding from Club Council, so not all clubs are required to attend event training. This has enhanced the quality of information that is being delivered to attendees, and led to officers being better prepared to lead their clubs.

Through these interactions and support, Club Council contributes to an on campus community that enriches the student experience. The SAF allocation to Club Council and club programming is important because of the direct impact it has in extending community, not only within club membership, but also to the broader network of students involved in clubs and their events.

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).

Current Metrics

- 6 student employees serving and training at least 150 trained club officers
- 1 club council member supporting 8 - 11 clubs, each with minimally 5 officers (clubs should increase throughout the rest of the academic year);
- On average, the cost of a club program per attendee is \$20

Additionally, we do not have allocated and spending metrics from this year, because fall quarter is typically slow as that is the quarter clubs are getting organized. They become much more active in winter and spring. (As clubs don't always spend the full amount they are awarded, we are usually able to allocate more than we actually spend.) See below allocations from last fiscal year:

Approved Funding:

- Fall 2018: \$6,888.38
- Winter 2019: \$24,066.0
- Spring 2019: \$17,479.50
- Total Programming Budget: \$45,000
- Total Awarded: \$48,433.88

Assessment Plan

Club Council is intentional in continually gathering student feedback in formal and informal ways. Formally, Club Council conducts surveys through Qualtrics, tables in areas where students are to collect survey feedback, and assesses events planned by Club Council. At the end of every event held by Club Council, we solicit feedback from clubs regarding the event through our online Club Event Assessment Form. When we fully launch Presence,

we will have a separate form for ongoing feedback. This link will also be shared on the Club Council Business Meeting Agenda and in sharing the funding agreements with clubs. We also quantify through attendance how much exposure clubs received. For club events and programs, Club Council, through consultation meetings and ongoing email communication, works with clubs to help them improve their events or programs.

Informally, Club Council continually asks clubs how they are doing and what Club Council can do to assist with any club processes. We build strong relationships with clubs through offering support, being transparent, and proactively seeking input on process improvement. We are also willing to meet with clubs one on one or as a group to listen to feedback and recommendations.

Question:

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

New this year, Club Council received an additional \$28,000 from SAF to support club large scale programming. It is also our understanding that this was implemented to help minimize the need for clubs to submit programs through the SAF Contingency Cycle. During fall quarter, Sam Al-Khoury, Director of SEA or Carla Christensen, Assistant Director of SEA met with Institute of Electrical and Electronic Engineers (IEEE), Muslim Student Association (MSA), HackRover, Association for Computing Machinery (ACM), and Supply Chain Management Club (SCMC) to review their ideas for SAF Contingency Cycle proposals. Due to the logistics and scope of the proposals, we were able to determine that, with the exception of SCMC who did submit a SAF Contingency proposal, the planned events could be supported through Club Council's uncapped funding source.

Through Club Council's process for requesting funds as an uncapped event, clubs must meet with their SEA Club Advisor (professional staff member who supports club in their experiences on campus) and Club Council point of contact minimally 12 academic weeks before the event. The funding request must be submitted minimally 10 academic weeks before the event occurs. Because there is still plenty of time to adhere to these timelines, we have not yet seen any funding requests for this particular funding source. However, we have heard serious interest expressed from at least the following clubs and expect to see submissions from most, if not all, by mid February: ACM, IEEE, SCMC, MSA, South Asian Student Association, Vietnamese Student Association, and ACM-Women

Another element that is impacting club opportunities on campus is a lack of software that enables the clubs to submit funding requests, track event participation, manage members, and organize club business. We are still currently working on implementing

Presence and anticipate it's launch during winter quarter; however, this has directly impacted club officers access to complete the registration process and funding request system. As such, we have seen fewer clubs register and ask for event funding. We expect this to increase again once we have Presence implemented.

Works Cited:

Kuh, G. D. (2010). Student success in college: creating conditions that matter. San Francisco, Calif. : Chichester: Jossey-Bass.
Tinto, V. (2012). Completing college: Rethinking institutional action. Chicago: The University of Chicago Press.

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).

The Chair is expected to work 19.5 hours a week while school is in session, with additional hours during summer. Club Council Members are expected to work 16 hours a week while school is in session, with additional hours during summer training. (See below details)

1 chair x 19.5 hrs/wk x 24 wks (7/1/19 - 12/31/19) x \$17.39/hr x 20.9% benefit load = \$9,839

1 chair x 19.5 hrs/wk x 24 wks (1/1/20 - 6/30/20) x \$18/hr x 20.9% benefit load = \$10,185

5 members x 16 hrs/wk x 17 wks (8/15/19 - 12/31/19) x \$16.39/hr x 20.9% benefit load = \$26,949

5 members x 16 hrs/wk x 24 wks (1/1/20 - 6/30/20) x \$17/hr x 20.9% benefit load = \$39,462

Total Salary/Benefits for Club Council Chair for 2020-2021 = \$20,024

Total Salary/Benefits for Club Council members for 2020-2021 = \$66,411

Salary/Wages Grand Total = \$86,435

With the exception of the chair, each member supports their designated club categories with event planning, the funding request process, marketing, etc. for 10 - 15 clubs (50 - 75 clubs total).

Club Council member position 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 – responsible for maintaining all correspondence with clubs via email, phone, or written document; note taking and keeping minutes at all meetings

Treasurer – tracks all budget related items related to Club Council and club events; maintain overall financial wellness of the Club Council budget to ensure that we are in our spending limits

Recognition Coordinator – tracks all

clubs and the process to get officially recognized by Club Council and UW Bothell; Lead planner for the end of year club recognition banquet

Marketing Coordinator – maintains social media and website pages; takes photos at events, coordinates graphic design submissions, and publicize club news

Training & Resource Coordinator – develop and coordinate all trainings for clubs including Club Officer Training, Club Camp, and a workshop series; develop training material, such as videos and infographics, that will further explain UWB policies and procedures; produce Club Council monthly newsletter which compiles the resources and upcoming club events

Total request for Club Council wages: \$86,435

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.

Club Council is requesting the inclusive amount of \$72,000 to better support clubs with their events and programs and a separate programming line of \$28,000 to support uncapped funding for club programs. This is identical to what SAF awarded Club Council for 2019-2020.

Current Funding Model (2019-2020) - Anticipating using the same model for 2020-2021

Funding Awarded from SAF for Programming (\$100,000)
Operations: \$9,000

On-Campus Event Programming
Fall Quarter: \$10,000

Winter Quarter: \$15,000

Spring Quarter: \$20,000

Uncapped On-Campus Event Programming: \$28,000

Promotional Items: \$10,000

maximum \$600 per club

Apparel: \$8,000

Each recipient must contribute \$5 to the cost of the item

Club Funding Model Breakdown:

The Club Funding Model is the guide established by Club Council for ensuring that SAF funds are used for the greatest impact on the student body. It ensures that the focus of club funds remain on campus with accessible programs that create a high impact on the general student body. Based on 2020-2021 SAF award, Club Council will establish their Funding Model for next academic year. Club Council proposes a finalized model at the end of the academic year as informed by student feedback in surveys and quarterly club surveys, data from previous years, and identified emerging needs from students. See below for further details regarding the categories:

On-campus Programming: This portion includes speaker fees, entertainment, supplies, decorations, and food integral to the event per UWB Fiscal and Audit Services policy, and other necessary expenses for club programs. Club Council will only fund consumable items. 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 for the greater benefit of clubs, such as: Activity Fairs and Club Recognition Banquet, training expenses, club printing, and supplies available to all clubs, as well as any potential security expenses for club programs. These funds ensure clubs and Club council can operate smoothly, as well as have resources for daily operation.

Promotional Items: Clubs can request funds for branded items such as pens or banners. Promo items build brand recognition for student organizations, build community within a club, and provide clubs a way to encourage engagement in their organization. Items must be available to a wide range of UWB students for the purpose of increasing a clubs visibility on campus. Promotional items cannot be funded if they do not include the club name or logo, and they cannot be for a specific event.

Apparel: Clubs can request funds for apparel items (i.e. shirts, sweaters). Each individual receiving an apparel item is required to contribute a small amount in order to be eligible for an item. Apparel items have to be available to all club members; cannot be personalized; may not be sold for profit; and can only be purchased after fall quarter, so that clubs have time to grow their membership and apparel can be purchased for a full group. The apparel design must first be approved by Club Council and adhere to UW Trademark & Licensing policies.

Uncapped On-Campus Event: This fund allows clubs on campus to hold events that may exceed the Club Council programming cap. This type of funding is limited to one per club per academic year and must benefit a wide range of UWB students.

We hold weekly meetings where representatives of recognized student clubs present a budget request to support their on-campus programs and events, club promotional items, and apparel items. All funding requests are reviewed 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.

Total Programming/Events Request:
\$100,000

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

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

<p>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.</p>	
<p><i>Question:</i> 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.</p>	<p>This is included in the "Programming/Events" category.</p>
<p><i>Question:</i> 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.</p>	<p>This is included in the "Programming/Events" category.</p>
<p><i>Question:</i> 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.</p>	<p>This is included in the "Programming/Events" category.</p>
<p><i>Question:</i> 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.</p>	<p>This is included in the "Programming/Events" category.</p>
<p><i>Question:</i> 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.</p>	<p>In 2019-2020, Club Council was awarded \$2,500 for "Professional Development." For the 2020-2021 fiscal year, Club Council is requesting \$2,500 to attend webinars, and/or bring in a local specialist to train on conflict resolution, leadership development, creating inclusive team environments, enhancing peer-to-peer training and facilitation, multicultural competency development, and/or increasing customer service understanding. These are all skills that Club Council members use on a daily basis.</p>
<p><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/</p>	<p>This is included in the "Programming/Events" category.</p>
<p><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.</p>	<p>No response</p>

Question:

Total Amount Requested Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.

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Question:

Terms and Conditions By submitting this application, you are agreeing to the terms and conditions below: * I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentaffairs/safc/safbylaws> * I understand that late applications will not be accepted, except at the discretion of the Committee, and completed applications include a narrative as well as a spreadsheet. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes. * I understand that hearings will be held between 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
