

Q15. Proposing Group Information

Q1. Proposing group name (examples: Career Services, Student Diversity Center)

Fitness

Q2. Department/Organization (examples: Student Engagement and Activities, Student Affairs, Academic Affairs)

Activities & Recreation Center

Q3. 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.

Jessica Elsaid

Q4. 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.

Jelsaid@uw.edu

Q5. Budget owner

- Before submitting, you must discuss and receive approval on your request from a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) who will agree to be the budget owner and responsible for managing this allocation. Include the name and title (i.e. John Smith, Club Adviser) of that individual below. **IMPORTANT:** 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, and have approval from their supervisor.
- If you are a registered student club, you may email the Student Engagement and Activities Director and Assistant Director, Sam Al-Khoury at sea2@uw.edu and Carla Christensen at carla24@uw.edu as a resource for your request by December 29, 2020.

Jessica Elsaid

Q6. Budget owner email

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

Q14. Proposal Information**Q7. Executive Summary**

- Please provide a concise overview of the program, activity, or service for which you seek funding. This summary should explain what you're requesting funding for. (1600 character limit, approx. 250 words or less)

The Fitness program is a flourishing and beneficial program for the student experience at UW Bothell. The Fitness team is a team of students who work to create an inclusive and welcoming fitness experience to students of all levels and all abilities. The Fitness program works to break the barriers that fitness often creates, by providing training for instructors, and creating an inclusive and welcoming environment. This funding supports a position that assists the Program Manager of Fitness for the growing Fitness program. This funding also supports the promotional items for group fitness. The Fitness Program Assistant is responsible for marketing techniques, which includes posting flyers around campus and tabling events for the fitness program, keeps the bulletin board up-to-date, assists with data entry, and help with welcome week, involvement fair, and any classes taught at Husky Village.

Q8. Need for Program

- Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community, i.e., what student opportunities would be absent without funding. This section should explain why you're requesting funding. (1600 character limit, approx. 250 words or less)

With the funding for this program, it will allow for more students to know about the fitness program. The fitness program is a thriving program that has increased by 444% since the 19-20 fiscal year. As the fitness program increases, the need for assistance to help with marketing increases so that the Program Manager of Fitness can focus on growing instructors' knowledge, add more of a variety of group fitness classes, and grow the program. During the 19-20 fiscal year, the Program Manager of Fitness spent a minimum of 10 hours/week passing and posting flyers across campus. This will free the PM of Fitness time to allow for more possibilities within the fitness program, such as starting a small group training and personal training program. Funding also includes promotional items to give students fitness incentives for participating with the fitness programs. Giveaways will include items such as resistance bands, yoga mats, foam rollers, or other fitness related purchases that can help students with their fitness journey when paired with group fitness.

Q9. Is this a new request?

(Partial means that one or more-line items of the submission is new but not necessarily the program or submission itself. Select No if the request is not new but was previously submitted under a different name; i.e., Student Assistants have a title change to Student Associates.)

- Yes
- No
- Partial

Q10. What on your request is new or has changed?

The funding for Fitness Program Assistant has been previously submitted through Recreation & Wellness and was called the Education & Outreach Position. Previously 2 positions were submitted for 20 hours/week. The fitness program needs 1 employee at 10 hours/week. The funding for promotional items was previously submitted through ARC SFAC.

Q11. Strategic Plan

- How would you like to see this program grow/change/adapt, and what role does funding play into this vision? Please describe some key goals you are hoping to accomplish, now and in the future. (1000 character limit, approx. 150 words or less)

This program could grow, change, and adapt in the future by increasing responsibilities of this position. Since students are familiar with fitness being offered through virtual platforms, this position could also assist with virtual fitness classes, whether that is recording the instructor teaching an in-person class, or assisting with the closed captioning and video editing of various fitness classes. The goal for this position is to free up time for the PM of Fitness that was previously spent posting flyers across campus to allow the PM of Fitness to focus more on the student instructors growth, increasing variety of classes, and training additional instructors.

Q12. Assessment

- Estimate how many currently enrolled students will likely benefit from your proposed service or program. If you have previous statistics from past programs, please feel free to include for comparison.
- What is the impact of your program and how do you measure the affects?
- If a new program, describe how you plan to assess the proposed service/program. Describe any metrics or operational targets your unit uses to assess its financial and operational health.
- (Supporting documents or materials are not required but may be presented in the hearing if desired.)

(1600 character limit, approx. 250 words or less)

The Fitness program saw an increase in participation by 440% from the 18-19 to 19-20 fiscal year and an estimated 1,000 students will benefit from the fitness program. As campus grows, the fitness program will see a continued increase in participation. The impact of the fitness program is having performing better academically, emotionally, and physically. This is measured through anonymous surveys and by staying current with physical health benefits.

Q13. Funding Categories

For these responses, please do not show the math on this proposal. Use the excel sheet for the actual math. Instead, in these sections, tell SAF about the category funding needed and provide the 'why' for the request. There is no character amount but you are asked to be concise in your response.

Q16. Salary Positions

Please briefly describe the positions you are requesting funding for. If there are differences or distinctions in positions, please explain what they are and do.

The Fitness Program Assistant assists the Program Manager of Fitness with marketing, inventory, updating the fitness bulletin board, and passing/posting flyers around campus. This position will also help with inspection and cleanliness of the fitness equipment.

Q17.

Programming/Events

- Please briefly describe the program(s) you are requesting funding for. This also includes needs relating to security, honorarium, hospitality, and contracts, etc. Specify what programs are virtual.

N/A

Q18.

Facilities & Equipment Rentals/Set-Up/Purchases

- If you require facilities or equipment rentals/set-ups/purchases, please indicate that need here.

N/A

Q19.

Printing & Photocopying

- Note printing and photocopying expenses

N/A

Q20.

Office Supplies

- Note office supply expenses

N/A

Q23. Food and Refreshment

(note what and how much or often is for training and/or programming)

- Please indicate why food is necessary in your proposal. If you are requesting food for multiple/different programs, please indicate how much or how often you'll be providing food at the given programs (i.e., three staff trainings and four large scale unique events).
- 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 health and safety and per diem rates for meals. The per diem rates are available at the following link: <http://finance.uw.edu/travel/meals#perdiem>

N/A

Q25. Transportation and Travel

- Describe the type of travel you are requesting (i.e 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.
- Note: Include professional development related travel in the professional development category.

N/A

Q26.

Professional Development

(note items that are for certification, note if required for position)

- Please describe the professional development opportunity. Please indicate the number of students, staff participating. Indicate if a professional development opportunity will result in a certification, and whether this certification is required for a job. This should include all costs associated with registration, air or ground travel, per diem, etc.
- Please ensure that you are in compliance with applicable per diem rates for meals and lodging. The rates are available at the following link: <http://www.gsa.gov/portal/content/104877>
- Note: Student travel arrangements are made through the University.

N/A

Q28.

Promotional Items

- Are you requesting funds for promotional items?
- Please note that promotional items are limited to a total value of \$800; see SAF bylaw 5.A.5 for more details: <https://www.uwb.edu/studentaffairs/safc/safbylaws>

Yes, promotional items for the fitness program are being requested to provide an incentive for participants.

Q29. Operations

- Please describe operational items. This includes telecommunications, business cards, computer purchases, equipment, new hire packages, digital resources, etc.
- Phone lines should be calculated at \$10 per line per month

N/A

Q30. Uniforms

- If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

N/A

Q31. Other

- Are you requesting funds for any items that don't fall into the previous categories? Indicate them here.

No

Q32.

Total Amount (please note the total dollar value)

- Please list your total amount requested, please make sure all line items are on the spreadsheet. This total amount should match the total from the spreadsheet.

11565

Q33.

Your application is not complete without a completed spreadsheet and may not be considered by the committee. All funding category line items and their dollar amount/cost should be listed in the spreadsheet.

Please download the spreadsheet template at <https://www.uwb.edu/studentaffairs/safc/annual>. Complete the spreadsheet, save it with your proposal name and EMAIL to safuwb@gmail.com by 5pm on January 7, 2020.

Location Data

Location: ([47.673294067383](#), [-122.34260559082](#))

Source: GeolIP Estimation

