

Results for SAF Annual Proposal Form for the 2019-2020 Academic Year (By Participant)

Results for: ID# 18486668		Submission date: 1/17/2019 11:10 AM	
		Total time: 23 minutes, 6 seconds	
Question	Response		
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Fitness Center Front Desk Operations		
<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>	Recreation & Wellness		
<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>	Ashley Anand		
<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>	anand26@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>	4253523828		
<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>	Jama'I Chukueke		
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	chukueke@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>	Recreation & Wellness (R&W) is a piece of the puzzle that makes the ARC fit together. As we were funded for in 2016-17, 2017-18, and 2018-19, we are requesting funding for students to operate at the Fitness Center front desk. When doing so, staff will be supporting our outdoor gear shop (The Nest) and the Sports & Recreation Complex, they will assist with equipment checkout, and support fitness programming and the Fitness Center as well as support and provide members with information regarding Recreation and Wellness Programs.		

Over the last few years, R&W has proven to support UW Bothell's 21st Century Initiative in the following ways:

Growth – R&W has grown along with the University of Washington Bothell to continue to provide top notch programs, informed through student interest – especially surrounding Outdoor Wellness, intramurals and fitness services.

Resourcefulness – R&W has been resourceful by being creative with the funding we are awarded to make the biggest impact, though partnering with other departments, growing sustainably, seeking outside support and collaborations, and building and maintaining relationships with community associates.

Diversity – Through striving to be as inclusive as we know how and by not being complacent, we attend social justice institutes, attend on-campus opportunities, make ourselves available to students, and listen and act based on current student needs. The staff within the department ensure that the student staff are able to have courageous conversations, speak inclusively and create inclusive safe spaces.

Student-Centered – R&W keeps students at the forefront of all programming and planning through having students generate event ideas, asking for student input, and by being responsive to student requests and comments.

Community – Our programs are often specifically designed for community building between students, staff and faculty, as well as the larger community. We value our community partners and regularly partner for programming. My assisting with the promotion of fitness classes, outdoor trips as well as intramural sports we are sharing the opportunity for community building within these different programs.

Innovation – Our programs are innovative in nature for many reasons. We are a colocated campus, we have had to be innovative thinkers and problem solvers to create programs that work on our campus, with its very specific needs and to serve our very diverse community.

Sustainability – Growth of R&W has had to happen in a sustainable and deliberate way to ensure high quality programming and to allow for our programs to be informed by students. R&W also is very mindful of environmental sustainability and addresses it through educational programming and by creating new programs from left over materials, as to not have to throw them out.

Question:

Need for this Program/Service (500 word limit)
Please describe the need for this program or service. Explicitly describe how this program

There is a great need for student support among R&W programs. As they are positioned at the Fitness Center

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)

front desk, they are in a centralized location of where various programming questions, basics inquiries and suggestions are made. This support role is able to help answer questions related to programming and all of what R&W offers.

We have thousands of dollars of outdoor equipment that is meant for students to checkout. With the ARC, we have 'The Nest', a space for storage of outdoor equipment and a resource for knowledge of the use of outdoor equipment. Student employees will be able to provide information regarding the gear that is available for checkout (for example, snow shoes in the winter, socks, boots, head lamps, etc.). Outdoor Wellness is flourishing with mentorship from our Program Manager and students receiving excellent training. Events offered have increased, as well as the type of events we hold. 'The Nest' has been wildly popular, making the outdoors more accessible to students, as it decreases the cost of participation in activities. Staff working at the Fitness Center front desk are able to educate students on the activities and trips that are coming up as well as assist with registration on the myarc.uwb.edu portal.

The fitness classes that have been offered since the ARC opened have greatly enriched the fabric of our programming for students. The number of participants consistently grows each quarter and the styles of classes has been expanded. With the start of Winter 2019 we have expanded our offerings and we hope to continue to do so. The Fitness Center front desk staff assist in educating a members on the variety of classes offered and help members pick the class that best fits their fitness and wellness goals.

Each year the outdoor Sports & Recreation Complex has an increase in use, with that, students visit the ARC fitness center front desk for equipment to check out and questions about upcoming leagues and tournaments as well as questions regarding league registration. In conclusion, having someone at the front desk at all times who is well versed in R&W is imperative to ensure UWB students are receiving and engaging in programming and that programming meets the needs of the UWB student population.

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.

The entirety of this budget has been funded in the past. Please note, in the past the proposing group was RecWell Gear Shop & Programming

The only changes reflect the increase in wages beginning in January 20120 - which shift from \$16/hour to \$16.60/hour. Programming was removed and professional development was reduced to \$2,000 as opposed to \$5,000 which was allotted in years past.

CPR certifications at \$40 for 9 students is listed as a line item and uniform for student employees is also listed as a line item as well. In years past, this was funded through the Recreation and Wellness Operations Budget, however, it has been removed from there and added to this budget to ensure all funds related to this position are all combined in one single request.

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.

Over the next five years, we aspire to continue to grow all of the areas of Recreation and Wellness. With the growth we anticipate in offerings and influence of fitness classes, Outdoor Wellness programming participation and interests as well as the growth within intramural leagues we have a need for support staff.

With this role and various programming carried out throughout Recreation and Wellness we will begin to create our vision for the next 5 years. Throughout the next 5 years we will accomplish the following:

- Provide more equity and inclusion across campus within our programs and services

Recreation and Wellness has had the long standing goal of engaging students in our programs and offerings who typically would not take part in similar programming based on the lack of accessibility, comfort and awareness. R&W creatively thinks of different programming ideas that draw on a variety of student interest, provides education around the activity to encourage and increase comfort, as well as provides the resources to make the programs accessible and attainable.

- Have consistent participation within the department – Fitness center, faculty and staff fitness center memberships, fitness class and intramural participation, and students of color participation in outdoor wellness activities.

The service provided by this role will ensure awareness of our programs and offerings. It will also assist in the support of expanding our offerings given the increase in participation.

- Creating effective development opportunities for students

By empowering students to take on this role, we are allowing the students to build a strong network of relationships among staff and faculty as well as other individuals in the field across the region and nationally. We are empowering students to put a focus on career goals and professionalism outside of the workplace. Through the training that we provide to set our student employees up for success we are providing transferable skills that can be utilized outside of the ARC as a workplace. Students attain strong critical thinking

skills and problem solving skills in this role as well. Most importantly, in their roles they are able to take recreation and wellness and put on a social justice lens on it and ensure they are providing a safe, inclusive space for members and guests whether it is by having courageous conversations, utilizing inclusive language or simply being aware of the various clubs and organizations or upcoming events on campus.

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.

The entire UW Bothell community and participants from Cascadia can benefit from our programs. We strive to promote the maintenance of good physical, emotional and mental health for all students. We want to create an atmosphere that encourages individuals to develop a lifelong pattern of positive physical activity, regardless of skill level. Our programs are open to all students and we endeavor to address issues from a holistic and inclusive angle. R&W is focused on excelling and developing the areas we currently have. R&W strives to encourage the participation of students who would not typically partake in our programming. We want to educate new members on the benefits of what we offer, whether that is simply utilizing equipment or attending a trip. We've seen early success of this through creative programming and increasing accessibility.

'The Nest' gear shop is open to UWB fee-paying students and removes many barriers to participation in outdoor pursuits by eliminating or vastly reducing gear costs associated with many outdoor activities. We would like to introduce community pricing that will allow for UWB faculty/staff, as well as CC students/faculty/staff to rent our gear. All fee-paying students on UWB and CC campuses have access to our Fitness Center and fitness classes. Faculty and staff from both institutions are able to buy a Fit Pass that allows them access to both the Fitness Center and fitness classes. Entities from both institutions are encouraged to take part in intramural sports and utilize the outdoor Sports & Recreation complex for both open play and friendly competition promoting community while allowing student to be active.

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).

Programs and services will be assessed in a few different ways. This position assists in supporting the ARC Fitness Center and Fitness Classes. The ARC utilizes Fusion as a Customer Relations Management software. Using this software we are able to track use of the ARC Fitness Center and participation and moving into 2019-2020 we will be able to use the software to track Fitness Class Participation as well. This role also supports Intramurals and Outdoor Wellness. Participation in both areas is tracked closely whether it is with using Fusion or another technology based

service.

Students at the desk are able to compile suggestions and inquiries from members helping us create the space students want to see and be in. For example, is there is a need for additional equipment or changes to the space, we take those suggestions into consideration as they can be submit via email or through the staff reports.

The effects of this service (this role) can be tracked by the success and participation in the various areas in Recreation and Wellness as this role serves as a resource to all the aspects of Recreation & Wellness including the operations of the ARC Fitness Center.

Question:

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

N/A

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).

This request is for 9 students at the Fitness Center Front Desk for operating hours, training, and team meetings.

Fitness Center Front Desk Coverage
 * Fitness Center Front Desk (July 1 - Dec 30): 1876.5 Hours Coverage @ 16/hour = \$30,024
 * Fitness Center Front Desk (Jan 1 - June 30) : 2092.5 Hours Coverage @ \$16.60/hour = \$34,735.50

Fitness Center Front Desk Student Training
 * Training for 9 employees: July 1 - Dec 30 (40 hours at \$16/hour) = \$5,760
 * Training for 9 employees: Jan 1 - June 30 (50 hours at \$16.60/hour) = \$7,470

Student Meetings
 * Meetings for 9 employees for 2 hrs/mo: 12 hours at \$16/hour = \$1,728
 * Meetings for 9 employees for 2 hrs/mo: 12 hours at \$16.60/hour = \$1,792.80

Total Base Salary: \$81,511 Total Base Benefits: \$17,036 Total Salary/Benefits Request: \$98,546

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.

N/A

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.

N/A

<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>	N/A (Included in Rec Well Ops Budget)
<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>	N/A (Included in Rec Well Ops Budget)
<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>	N/A (Included in Rec Well Ops Budget)
<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>	N/A
<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>	This is for certifications and professional development that will keep the employees trained in the most current national standards. It is important to keep employees trained to make our space as safe as possible. The professional development could include attending a conference relating to outdoor gear, fitness programs, or recreation depending on current student interest and need.
<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>	N/A
<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>	CPR Certifications & Uniform: CPR/First Aid & AED certifications will help keep employees trained and prepared to take on basic emergencies that anyone throughout the facility could potentially face. It is important to

keep employees trained to make our space as safe as possible and that they are prepared to respond to any and all emergencies that may occur in the fitness center which a member may be taking part in physical activity. We have also requested \$1,000 for staff uniform - having uniform is important to not only create a professional environment for members and users to easily identify a staff member within the ARC. It promotes team cohesion and allows the students to feel a sense of ownership regarding the role and responsibilities.

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, February 1, 2018 and Friday, February 8, 2018. Someone from my group will be available to attend a brief hearing scheduled during that time frame.

I Agree