

Q15. Proposing Group Information

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

Fitness Operations

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 on equipment usage for Fitness Center Attendants and by creating a welcoming environment. This funding supports one of the two positions that work in the ARC Fitness Center. The fitness center is a high-risk area and this position is responsible for oversight and supervision of the fitness areas to maintain safety. Individuals holding this position solve on-the-job issues and ensure safety of patrons within with fitness center. Fitness Center Attendants are primarily responsible for providing a clean and workout environment for users in the fitness center. Fitness Center Attendants will assist in proper equipment usage, respond to any incidents or accidents, complete laundry tasks, and support group fitness operations.

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 students to be able to work out within the fitness center. This person in this position as a Fitness Center Attendant will maintain safety of patrons using equipment, respond to any emergencies, and be a resource for other program areas in the ARC. Without the funding for this program, students would not be able to utilize the fitness center. This position is vital for fitness center operations and the well-being of students. FC Attendants are responsible for cleaning all equipment which will help stop the spread of germs, prevent mrsa, and Based on the data from 2018-2019 academic year there were roughly 29,000 visits into the fitness center. Of those 29,000 visits, 2,416 were unique visits. Unique visits are defined as the number of individuals using the facility at least one time, showing that 27% of the student population visited the ARC Fitness Center. Based on the data from 2019-2020* academic year there were roughly 24,000 visits into the fitness center. Because 2019-2020 was cut short due to covid, the visits only reflect the full Fall and Winter quarter. Based on the trends the ARC was on track to exceed 30,000 visits, more then 2018-2019. Outside of students using the space, we anticipate that faculty and staff will also benefit from purchasing memberships. During the 2019-2020* academic year we have about 300 faculty and staff from either institution check into the arc. Because of the academic year being cut short the number is lower then the years past.

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?

During the 2020-2021 SAF proposal that ARC asked for 100% funding for one of the two student positions within the ARC fitness center. This year the ARC is submitting two separate, 50% requests, one for the Fitness Center information desk and one for the Fitness Center Attendant, new position.

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)

The ARC will continue to move forward with our goal of being a welcoming and inclusive space for students. The main goal of this position is to maintain safety for the participants using the fitness center. As the campus continues to grow, the fitness center will continue to see an increase in numbers. This position could grow as needs of users change, such as extending hours, having certified personal trainers during peak times to answer more direct fitness questions.

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 impact of this position and program is to allow students to continue to have access to the fitness center. Without this position, students would not be permitted to use the fitness center equipment. The affects of this position will be measured using headcount data. Based on the data from 2018-2019 academic year there were roughly 29,000 visits into the fitness center. Of those 29,000 visits, 2,416 were unique visits. Unique visits are defined as the number of individuals using the facility at least one time, showing that the 27% of the student population visited the ARC. Looking into the 20-21 academic year we are projected to meet the same numbers. The fitness center provides a place for students to visit and stay physically and mentally healthy. Studies have shown that physical fitness has many benefits for the mental and physical body such as increase of focus, concentration and stress relief. Based on the data from 2019-2020* academic year there were roughly 24,000 visits into the fitness center. Because 2019-2020 was cut short due to covid, the visits only reflect the full Fall and Winter quarter. Based on the trends the ARC was on track to exceed 30,000 visits, more then 2018-2019.

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.

This funding supports one of the two positions that work in the ARC Fitness Center. The fitness center is a high-risk area and this position is responsible for oversight and supervision of the fitness areas to maintain safety. Individuals holding this position solve on-the-job issues and ensure safety of patrons within with fitness center. FC Attendants are primarily responsible for providing a clean and workout environment for users in the FC. Attendants will assist in proper equipment usage, respond to any incidents or accidents, complete laundry tasks, and support group fitness operations.

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>

N/A

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

CPR certifications are being requested that will certify and train students in CPR/AED and first aid.

Q30. Uniforms

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

Uniforms will be provided and required to be worn by all Fitness Center Attendants. The uniform will include a shirt that says "ARC" on the front and "STAFF" on the back. The purpose for these uniforms is to allow patrons to be able to easily identify who is working, to ask questions, or ask for help.

Q31. Other

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

Training hours are being requested to train student employees prior to the academic year and for additional training during the academic year.

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.

\$85,216

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.