

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

Results for: ID# 18487612		Submission date: 1/17/2019 3:48 PM
		Total time: 45 minutes, 47 seconds
Question	Response	
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	International Student Advisory Board (ISAB)	
<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>	Center for International Education	
<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>	Brian Tobing	
<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>	tobing12@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>	4257852384	
<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>	Steve Will	
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	stwill@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>The ISAB (International Student Advisory Board) is a program that provides platform for international students by improving services, representing community and collecting data and research to enhance the visibility of the international student body. We focus on creating opportunities such as cultural events and workshops while intentionally collaborating with other international and domestic organizations to drive community interaction and engagement. In order to do so, we have created 3 formalized program proposals for the upcoming 2019</p>	

academic year.

The ISAB has generated 3 program proposals for the upcoming year. A multicultural and international music event (one event), a sports day and career workshops along with collaborative events.

Music Event

This event aims to educate and share different languages, cultural rhythms and experiences through music performed by UWB Students and local artists. We seek funding for Venue expenses (Mobius Hall) which includes space rental, equipment rental, food budgeting and decorations.

Sports Day

This event aims to create a platform for students and oncoming students to connect through sports-centered social gathering. The event will consist of sports, food, and music and community interaction by having members lead fun games. We seek funding for food as the other necessities are provided through campus resources.

International Community social media launch

This program is aimed at bringing the international community online. This will be a digital media program that delivers campus, community, international and immigration news and entertainment. This initiatives goal is to share, educate and interact with students online with the target of increasing community engagement.

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)

The need for the ISAB program can best expressed in three manners.

1. Community engagement
2. Information Flow/Resource accessibility
3. Services Improvement

Community Engagement
The necessity of the program and services lies within the engagement of international students with the UWB community, clubs and organizations. From our surveys done throughout the 2017-2018 and 2018-2019 periods, we have found that 68.3% of students do not feel engaged within the community. When analyzing the situation we found that events such as the career fair, workshops, and other on-campus events did not cater well towards international students. 60.4% of these students explicitly stated that this is why they were dissatisfied with attempts of on-campus engagement. This program will serve to collaborate with already established clubs and organizations to expand events to better include international students. ISAB has put focus on maximizing campus resources in regard to non-international collaboration. Our open communication with other international clubs, organizations and CIE administration has given us insight that many international organizations do not commonly collaborate with non-international organizations. What has

become more apparent is the division between these two communities when the variable of clubs and events is added. This is the need that ISAB aims to fill by creating collaboration opportunities through events and programs. Our target is to help clubs and organizations outsource to each other to increase interaction, increase number of touches (events, programs, services projects) and maximize resources.

Resource Accessibility

Working very closely and interlocking with the Center for International Education (CIE) we aim to become an extension of the CIE through our social media launch. With students being more engaged and more inclined to interact online, our goal is to create another platform where students can be informed about upcoming OPT workshops, CPT workshops, i-20 Travel signatures, Career fairs, Alumni speakers, etc. We also aim to help students better digest this information more visually and digitally through advisor videos, event video promotions and content that involves the UWB community.

Services Improvement

With creating a platform for international students, the ISAB aim to help service improvements on website issues, registration, workshops, orientation, etc. by developing international student specific surveys and data collection, we can collaborate with UW services to better help students.

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.

This is a new 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.

Our strategic plan for the next 5 years starts with being able to have a database of 8 set event program proposals. Standing at 3 event proposals as of today helps have one event a quarter (not including summer). Our strategic plan is to have 8 proposals with set material/equipment vendors, mock calendar and deadlines, list of collaborators and event rundown. This allows the ISAB to be able to pull set programs depending on the need or best fit of the quarter.

The social media aspect will be a valuable asset and trusted channel for the CIE to have an expanded reach along with increased information flow. Our goal in the next 2 years for the ISAB digital media side to be the most popular UWB media page that seamlessly blends community, technical visa information, entertainment and event promotion together. From having fun student interviews about campus life and cultural awareness to advisors

sharing important dates and immigration updates, our strategy is to be the new online platform for community and students.

Our strategy for the future is to expand ISAB to a strong collaborator that empowers and connects other existing clubs and organizations. In this upcoming year we are pushing to outsource some of our projects and responsibilities to better include other communities. This is in hopes of creating a strategic supply chain system within the community that not only increases our capacity, but also increases our community engagement along with better quality events, higher attendance, broader perspective on service improvement possibilities, etc.

We also strive to create a strategic existent community "supply chain" that connects international and non-international organizations that maximizes our UWB community potential. With so many different entities, clubs, communities and organizations, we see collaboration and the knowledge of supply chain and connecting resources together as a big strategic asset. The way we enhance our organization is by expanding and elaborating our relationships and ties with UWB.

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.

With our program, we project a number of benefits for our students, primarily the international students currently enrolled. We wish to first tackle the career and job fairs conducting more research on why international students don't find these technical events helpful. By working on existing events and services but broadening their spectrum to better include international students, ISAB believes that this will improve the professional development of international students.

For the past year we have averaged about 100 students for events that we've created and collaborated on. Having averaged 3 events per quarter and taking into account that 60% are returning students from other events, we have the capacity to reach 480 new students per year. When talking about our online presence, we have reached about 180-200 students since last summer. Our engagement is increasing, and more students have asked about on-campus events, campus jobs, OPT/CPT workshops through our online media platform.

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).

Key performance Indicators is essential to sustain our success and make certain of our organizational growth. Our first and end goal performance indicator will be the percentage of inclusiveness levels. Our past surveys have indicated that there is about 30% of students that feel that the university does not have an inclusive community/culture.

With our future leaning in the direction

of building a strong online platform standing, it would make most sense to have a good KPI. Social Media Engagement will be a KPI that is most easily tracked due to the analytics and online tools available for data tracking.

A great way of seeing our community engagement is continuing to use percentage of non-returning students. This KPI refers to new students that we are able to obtain from on-campus events. The ISAB measures this through our sign-up sheets that include name, email and student ID. Through this, we are able to determine if we are adding a new student to the contact database or a returning one.

We will be paying attention to number of improved services to measure the levels of impact that we have on helping UW resource services. The ISAB believe that these KPI work well together and can help us benchmark our standards and help us pinpoint areas of growth.

Question:

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

The nature of ISAB is very collaborative. Due to this we feel that funding will help our organization become more capable of supporting other organizations and ultimately create our 'supply chain' network. With a year under our belt without strong funding, the ISAB has always been limited to events we choose to collaborate in. The ISAB understands that it is stunting the organizations growth and ability to network. We believe that this funding can help us reach students exponentially.

We believe that our role is essential for reaching UW Bothell's potential in community and maximizing its resources. With international clubs straying away from collaboration with more non-international clubs, the iSAB believe that this can become a consequential direction that will become harder to fix in the future. Through our collaborative strategy and this funding, we are able to start helping more campus services, increase student engagement, increase campus networking and create connections for existing organizations.

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 ISAB is not requesting any salary or wages

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

The ISAB is requesting \$200 for our digital media launch. The funds will be used to help create new creative content throughout the year. This gives more ability and flexibility for the ISAB's production team in creating higher quality content to better increase

<p>amount of programming/events in the bottom of this box and on the spreadsheet.</p>	<p>student engagement and build a strong social media platform</p>
<p><i>Question:</i> 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.</p>	<p>For the upcoming Music Night program, the ISAB is requesting funds for equipment rentals. The total budgeting for rentals is \$350. This will include a full PA system, mixing board, quarter-inch cables, microphones and musical instruments. The ISAB will not be requesting any custodial or clean up fees.</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>The ISAB is not requesting any printing & photocopying funds</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>The ISAB is not requesting any official supplies funds</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>The ISAB is requesting \$800 in food/refreshment funds. This will be spread upon the 2019-2020 academic year. With the organization averaging 3 on-campus events per quarter, this will average about \$67 for food per event. With the nature of our collaborative system, this will help the ISAB strengthen connections to create networks and increase collaborative events.</p> <p>The reason that food is essential is that number of attendees highly increase when we are able to promote that food will be included in our events or workshops. knowing this, we are able to increase our reach and student engagement levels.</p> <p>The ISAB also collaborates with organizations that hold cultural events through food. Through these events we are able to help and support the organizations that hold events showcasing international food such as the ICC (international Cultural Coordinators).</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>The ISAB is not requesting any transportation and travel funds</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</p>	<p>The ISAB is not requesting any professional development funds</p>

<p>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><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>The ISAB is requesting \$100 in funds for business cards. With 10 active members in the advisory board, we will use \$10 per person to create 30 business cards per person.</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><i>No response</i></p>
<p><i>Question:</i> 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.</p>	<p>1650</p>
<p><i>Question:</i> 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.</p>	<p>I Agree</p>

Questions or comments?
[Contact us](#) or email catalysthelp@uw.edu