

## Q15. Proposing Group Information

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

Intramural Activities

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.

Matthew Cooley

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.

mcool4@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](mailto:sea2@uw.edu) and Carla Christensen at [carla24@uw.edu](mailto:carla24@uw.edu) as a resource for your request by December 29, 2020.

Madison Collins

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 focus of Intramural Activities is to create an environment open to all students that promotes healthy and diverse lifestyles. This is done by fostering healthy competition through organized sports and activities directed both at skilled, leisure, and introductory levels of experience. Programming also provides a strong opportunity for community building. Students from all backgrounds come together and compete alongside and against others in sporting activities. This forges friendships that strengthen the campus community at large. Student leaders work with the program manager to create an environment that mirrors current student interest. Intramural Activities are broken down into the following areas: League Sports: These are sports that are held continuously for the majority of the quarter. Each league has a regular season and a playoff bracket. Teams have an opportunity to play multiple games together. This allows for them to grow as a group and build friendships that extend beyond the playing field. Typically, there are at least three league sports scheduled each quarter. Tournaments: While league sports offer more traditional sports, tournaments try to cater to a wider audience. For example, there has been laser tag, League of Legends, gaga ball, golf and bowling. Tournaments are often run due to students requesting that the activity be offered. E-Sports: These events feature online computer as well as console-based gaming by taking advantage of cross platform functions. Thus, students are able to engage through various equipment they already have accessible.

### 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)

The primary need for this program is bringing students together outside of the classroom. It allows students to interact with their peers in an environment they normally would not. It creates a feeling of community that might not exist if students are just coming to campus, going to class and then going home. Additionally, Intramural Activities provide a healthy outlet for students to relieve stress. It is a safe and structured environment that allows for students to enjoy themselves in between the rigors of school, employment, family life, as well as other personal interest. Students are able to serve in various roles and develop multiple leadership skills through their involvement. As an official, you are a leader in each game to ensure a safe and fair. At lead, it's your responsibility to ensure the overall playing environment is safe and program documentation is completed. The Program Coordinator resolve escalated student participant issues during league activities as well as provide vital administrative assistance to the program a manager. All staff members take interest in one of three small groups that focus on a specific portion of the programming. This allows staff members to self-select areas that they can display or develop skills as well as directly affect programming. Lastly, as we transition back to traditional programming following the Covid-19 pandemic programs such as intramural activities will be critical. With diligently developed procedures more students can safely engage as we primarily engage students in outside or large spaces.

### 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?

Billiards and Ping Pong table funds requested in this specific budget instead of RecWell Operations budget as in previous years. Also funds requested to address needed changes to Tennis courts within Sports & Recreation Complex

#### 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)

Over the next 5 years the Intramural Activities program aspires to continue programmatic growth and provide community involvement while increasing efficiency and student development for staff members. This will be done by using on a holistic wellness approach as well as focusing on student's individual needs. Programming will be influenced by the following Key Strategic goals: Key Strategic Goals i. Grow Unique Participants by 25% (2025 = 916 participants) ii. Increase Overall participations by 20% (2025 = 2626 Participations) iii. Over 100 Unique Cascadia College Participants. (2025 = 100 students) iv. Decrease Forfeit Rates from 17% to under 10% (2025 = 10%) v. Increase female participation by 100 Unique Participants (2025:200)

#### 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)

Over the past three traditional academic years intramural activities has seen over 700 participants, correlating to over 2000 participations in programs ranging from gaga ball, traditional sport leagues, to video game tournaments. As we transition back to more in-person programming we hope to pair these participation statistics with new virtual programming options that make programming more accessible. Intramural Activities are open to all UWB and Cascadia College students. Additionally, UWB and CC /faculty/staff have the ability to pay a quarterly fee to participate. This makes the programs accessible to the entire campus community with interest in the program offerings.

#### 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.

Wages for Intramural student employees are for 17 students at various hours/week ranges. Students will be paid a range of \$16.69-\$17.29/hour then \$17.19-\$17.69 /hour to reflect the minimum wage increase. Wages Breakdown: Student Training Fall (\$16.69 x 20 hrs/ wk x 2 wk x 18 students) \$12,017 Student Officials (\$16.69 x 6hrs/wk x 7wks x 12 students) (Fall 2020) \$8,412 Student Officials (\$17.19 x 6hrs/wk x 14wks x 12 students) (Winter 2021 and Spring 2021) \$17,328 Championship Weeks Student Officials (\$16.69 x 8hrs/wk x 1wks x 12 students) (Fall 2020) \$1,602 Championship Weeks Student Officials (\$17.19 x 8hrs/wk x 2wks x 12 students) (Winter and Spring 2021) \$3,300 Student Leads (\$16.69 x 12hrs/wk x 8wks x 4 students) (Fall 2020) \$6,409 Student Leads (\$17.19 x 12hrs/wk x 16wks x 4 students) (Winter 2021 and Spring 2021) \$13202 Championship Weeks Stu. Lead (\$16.69 x 14hrs/wk x 1wks x 4 students) (Fall 2020) \$935 Championship Weeks Stu. Lead (\$17.19 x 14hrs/wk x 2wks x 4 students) (Winter and Spring 2021) \$1,925 Student Program Coordinator \$17.19 x 15 hrs/ wk x 8 wks x 1 student) (Fall 2020) \$2063 Student Program Coordinator (\$17.69 x 15 hrs/ wk x 16 wks x 1 student) (Winter 2021 and Spring 2021) \$4,245 Student Program Coordinator (\$17.19 x 10 hrs/ wk x 2 wks x 1 student) (Fall 2020) \$344 Student Program Coordinator (\$17.69 x 10 hrs/ wk x 4 wks x 1 student) (Winter 2021 and Spring 2021) \$708 Combined Student Hourly: \$72,490 Combined Benefit Load: \$16,093 Total: \$88,683

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.

Programming \$500 - Video Games/ Digital Content (Sport Specific and web-based gaming) \$1500 – Championship T-Shirts \$1000 – Program Promotional Items \$1000 – NIRSA Regional Events (Staff & Participants) \$500 – General Programming Materials \$500 – Collaborative Programming Total: \$5,000 Court Rentals Home Court Rentals (\$1500 plus tax per quarter) 5 weeks of gym court rentals per quarter Total: \$5,000 Total \$10,000

Q18.

### Facilities & Equipment Rentals/Set-Up/Purchases

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

\$15,000 – Facility maintenance is needed for the Sports & Recreation Complex that is used to host departmental programming, student groups, and campus collaborations. Funds are needed to maintain the facility in regards to pressure washing, fecal matter, field brushing, moss maintenance, cleaning the sand, etc. \$100,000 – Construction or remodeling of Tennis Courts that are currently unusable due to severe moisture retention that leads to uncontrollable moss growth and slippery/unsafe playing conditions. Total: 115,000

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

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.

Equipment Rentals/ Purchase \$2000 – Replacement League Sports Balls/ Nets \$1000 – Replacement Sports / Activities Standards Pool table and Ping Pong Table \$1500 - support replacement materials and table maintenance /repairs Total: \$4500

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.

\$218,058

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](mailto:safuwb@gmail.com) by 5pm on January 7, 2020.