

SAF Annual Proposal Form

Question 1. * (Indicates a required field)

Proposing Group

(i.e. Career Services, Sustainability Club, Campus Events Board, etc.)

Question 2. *

Department/Organization

(i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)

Question 3. *

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.

Question 4. *

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.

Question 5. *

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.

2-3450

Question 6. *

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.**

Sarah Leadley, Library Director & Associate Dean of Libraries

Question 7. *

Faculty/Staff Member Email

Please provide the email of the faculty or staff member you discussed your request with. **Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation.**

leadley@uw.edu

Question 8. *

Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding. How does your proposal support the 21C initiatives?

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives:

<http://www.uwb.edu/21stcentury>

This proposal seeks to continue the Laptop Circulation & Support Service the Bothell Campus Library provides on behalf of the Students of the University of Washington Bothell. This service will be provided by the Bothell Campus Library for the period of July 1, 2017 – June 30, 2018. The cost is based on a total of up to twenty (20) laptops in circulation. The continued availability and support of this service coincides with the Growth and Resourcefulness priorities of the 21st Century Campus Initiative, and student access to this portable technology aligns with both the Student-Centered and the Innovation priorities.

Question 9. *

Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service. Explicitly describe how does this program directly and indirectly benefit our community campus?
- If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, please provide that information here.

The main goal of this service is to support and circulate 20 take-home laptops exclusively for current UWB students. These funds will enable the Bothell Campus Library Technology Services staff to continue the responsibility for the maintenance and circulation of these laptops to UWB students in pursuit of their academic goals. There were 1,431 UWB STF laptop checkouts in 2016 and we recorded 2,164 STF Laptop interactions, which include support questions about the laptops and inquiries about the service and its availability. With the ongoing growth of the campus and projected increase in enrollment, we anticipate that the demand for this service will continue to grow. Continued provision of this service in its current form is entirely contingent upon a fully funded annual SAF proposal.

Question 10. *

New Request or Previously Funded

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.

Yes. Fully funded student hourly wages from last year will continue the service until June 30, 2017. The new request will, if fully funded, continue the service from July 1, 2017 to June 30, 2018.

Question 11. *

Estimate number of students that will benefit from your proposed program/service.

In 200 words or less, please do the following:

- 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 benefits of this program to the entire UWB student body are the circulation of take-home laptops and technical support exclusively for UWB students in pursuit of their academic goals.*
- *This process includes:*
 - *Laptop check in/out (including maintenance of all print and web documentation)*
 - *Software image updating and maintenance.*
 - *Re-image each laptop as needed*
 - *Routine cleaning, maintenance and warranty administration*
 - *Technical support (phone support with technology assistants as available), troubleshooting hardware and software issues (as feasible).*
- *Any of the over 5,000 current UWB students may benefit from this service.*

Question 12. *

How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would you track how the event/program/service went? How would you track how successful it was and what you could change in the future?

The Library tracks the number of UWB STF laptop circulations and the number of support interactions for all laptops.

Question 13.

Additional Information

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

– The only other source of funding is the in-kind funding provided by the Library. This includes the following components:

- *Use of the UW Libraries circulation service linked to student ID Card*
- *Hiring, training, supervising of Student Technology Consultants*
- *Laptop circulation and technical support all hours the Library is open.*
- *Creation of the laptop image, regular maintenance, software patches and updates*
- *Set-up and maintenance of laptop imaging station*
- *Use of deployment software to run imaging jobs*
- *Technical problem escalation to staff, vendor and warranty service requests*
- *Administration of asset management, surplus, and processing of lost, stolen, or late laptops.*

NOTE: SAF funding alone would provide approximately 4 hours/day of service.

Question 14.

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 funding request is to continue the Laptop Circulation & Support Service on behalf of UWB Students for up to 20 laptops for the period of July 1, 2017 – June 30, 2018. The cost is based on a percentage of the approximate wages for up to 12 student technology consultants, who maintain the UWB STF laptops in circulation. Salary costs in this proposal also reflect the mandatory cost increases related to adoption of the UW's new Minimum Wage standards for students this year. (The University's adoption of the City of Seattle minimum wage of \$15 per hour.)

\$20,529 in Student Wages (based on estimated hourly wage of **\$15.60** for the period of July 1, 2017 – June 30, 2018) at approximately 4 hours per day, 7 days per week for 47 weeks. All student employees are part time temporary with benefits charge as calculated on the spreadsheet. (17.9% of \$20,530 = **\$3,675 in hourly benefits**) = **\$24,204**

Question 15.

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 16.

Facilities Rentals/Set-Ups

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, 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 in the bottom of this box and on the spreadsheet.

- n/a

Question 17.

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.

- n/a (provided by the Library as in-kind)

Question 18.

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.

- n/a (provided by the Library as in-kind)

Question 19.

Food/Refreshments

Describe the funds you are requesting in detail.

Please review the food policy/food form for the University policies before submitting your request at the following link:

[http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-\(1\).pdf](http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-(1).pdf)

Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

- n/a

Question 20.

Equipment Rentals/Purchase

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

Please put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.

- n/a

Question 21.

Transportation

Describe the funds you are requesting in detail below (indicate in state/out of state, 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 in the bottom of this box and on the spreadsheet.

- n/a

Question 22.

Meals and Lodging for Travel

Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at them following link: <http://www.gsa.gov/portal/category/21287>

Please note that hotel bookings are typically done through the University.

Please put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

- n/a

Question 23.

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/>

- n/a (provided by the Library as in-kind)

Question 24.

Other

Please include any other expenses that don't fall under any of the above categories in detail. Please distinguish between "training" and "professional development" dollars here. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

- n/a

Question 25. *

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.

\$24,204 (\$20,529 in wages + \$3,675 in benefits)

Question 26. *

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 once submitted, adjustments cannot be made to the total amount requested above.
- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 3, 2017 and Friday, February 10, 2017. Someone from my group will be available to attend a brief hearing scheduled during that time frame.