

# SAF Annual Proposal Form

**Question 1. \* (Indicates a required field)**

Proposing Group

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

University of Washington Bothell organizations – (1) MBA Association, (2) Women in Business

**Question 2. \***

Department/Organization

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

MBA Student Engagement and Activities

**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.

Katherine Wolf

**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.

Wolfk3@uw.edu

**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.

678-618-0154

**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.**

Sandeep Krishnamurthy

**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.**

sandeep@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>

We are aligned on all six of the 21<sup>st</sup> Century Campus objectives, however we would like to call out the below as our prominent themes:

**Student-Centered** – Developing a forum for networking opportunities for students across the Pacific Northwest (PNW) region to explore career paths of varied industries.

**Community** – Engaging community members, recruiters, and leaders for opportunities for business growth, recruitment, and mentorship

**Diversity** – open to MBA students, non-MBA students, and community businesses

The vision of the Pacific Northwest MBA Conference is to build a sustainable, annual conference that will support university, student, and community growth and connection opportunities for all MBA programs within the Northwest region. The event will feature key speakers, roundtables, and recruitment opportunities for all attendees.

**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.

**Need:** There is currently no consistent and dedicated forum for MBA/business students to share ideas, opportunities, and network with leaders in their goal industry, nor for recruiters to have access to a large volume of MBA/business students and graduates for career matching opportunities.

This conference seeks to provide the following to **direct benefits** our community:

- **Awareness** – gain valuable professional knowledge on the latest innovations and hot button business issues facing the professional landscape
- **Education** – review the latest cutting-edge ideas from the perspective of key leaders and ask questions directly to the thought leaders of the business industry; identify the programs of most value to organizational and individual interests
- **Business** – renew or make professional connections that could result in new business leads and competitive intelligence
- **Networking** – network with your colleagues; take the pulse of what is happening and the trends, techniques, and industries you may not be aware of

**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.

New Request

**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.

As indicated in question #10 above, this PNW MBA Conference will directly benefit MBA students in the following manner:

- **Awareness** – gain valuable professional knowledge on the latest innovations and hot button business issues facing the professional landscape
- **Education** – review the latest cutting-edge ideas from the perspective of key leaders and ask questions directly to the thought leaders of the business industry; identify the programs of most value to organizational and individual interests
- **Business** – renew or make professional connections that could result in new business leads and competitive intelligence
- **Networking** – network with your colleagues; take the pulse of what is happening and the trends and techniques you may not be aware of

Of the students currently enrolled, we have an optimistic estimate that the initial conference will include 75 attendees. If we exceed the optimistic estimate, we could have benefit on the following programs, both enrolled students and alumni:

- **UWB LMBA and TMBA programs:** approximately 100 students
- **Foster school MBA programs:** All
- **Undergraduate business program:** All
- **MS-Accounting program:** All
- **Alumni:** 25

#### 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?

**Assess:** We intend to assess the program by attendee surveys at least post-event to incorporate feedback into future events. This feedback loop will provide ‘customer’ input on the meaningfulness of the program.

**Effects:** We plan to assess the effects of the program based on level of satisfaction indicated by attendees on post-conference surveys.

**Success:** We plan to assess the success of the program based on level of satisfaction indicated by attendees on post-conference surveys. Any feedback received by attendees will be assessed for feasibility of incorporation into future events.

#### 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.)

This conference will fulfill an unmet need for MBA students. We have budgeted funds for the conference that exceed the funds requested. We will be soliciting sponsorships and donations to off-

set the shortage of budget vs. Student Activity Funds available for this event. We will also be charging an attendee registration fee that will offset the costs required to fund the event.

**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).

\$0; speakers and participants are volunteers

**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.

For speaker and attendee costs, we have **budgeted \$2,750** to account for materials and 'swag', speaker recognition gifts.

**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.

We have **budgeted \$2,000** to provide for the cost of event/facility rental. Tables, chairs are free and included with event space.

**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.

We have **budgeted \$500** for printed attendee materials. It is our intent to promote sustainability and environmental friendliness with most materials provided electronically.

**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.

We have **budgeted \$500** for pens and paper for note-taking materials. It is our intent to promote sustainability and environmental friendliness with most materials provided electronically.

**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.

We are budgeting \$45 per attendee for all-day food and drinks, with an estimated total of **\$3,500 budgeted** food and beverage total.

**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.

We are not requesting funding for rentals or equipment purchase at this time.

**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.

We are not requesting funding for travel at this time.

**Question 22.**

**Meals and Lodging for Travel** Please note that hotel bookings are typically done through the University

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

We are not requesting funding for meals and lodging during travel at this time

**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/>

We are not currently requesting funds for new operational functions at this time. We anticipate use of the university audio-video and operational equipment is at no charge to students.

**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.

- (1) \$1,500
- (2) \$1,500
- (3) Total: \$3,000 on behalf of both organizations represented by this conference in line with the annual limit on funds from SAF to be used for a single organization despite the overall budgeted cost estimate of \$10,000.

**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.