

# SAF Annual Proposal Form for the 2015- 2016 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 24, 2014 until 5:00pm on January 14th, 2015. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2015 to 2016 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 6, 2015 and February 13, 2015. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentlife/safc/safbylaws>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 3, 2015. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. 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.

SUBMITTED BY  
Alexander Lefort  
alefort@uwb.edu  
Jan 12, 2015, 01:56PM PST

## SAF Annual Proposal Form

[Required] Proposing Group Outdoor Wellness Leaders

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

[Required] Department/Organization Recreation and Wellness

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person Alexander Lefort

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Contact Email Alefort@uwb.edu

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.

[Required] Contact Phone 401-862-4371

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.

[Required] Faculty/Staff Member Alison Greenwood, Director of Recreation and Wellness

Please discuss your request with a staff or faculty member (i.e. Student Life Staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual.

[Required] Faculty/Staff Member Email Agreenwood@uwb.edu

Please provide the email of the faculty or staff member you discussed your request with.

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

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>

The Outdoor Wellness Leaders (OWLs) are a team of student staff new to this university as of the beginning of the 2014-2015 academic year. Previously, the interest of the student body to see more opportunities for outdoor activities, such as hiking, camping, and winter activities, sparked a request to SAF to fund an outdoor gear shop with approximately \$30,000 worth of gear. The Outdoor Wellness Leaders were formed in order to run the gear shop, provide more accessible opportunities for students to explore the outdoors, as well as bring awareness of risk management, conservation efforts, and outdoor stewardship. As a new program we have been building what we hope to see the Outdoor Adventures Program become. One of our goals is to have the gear shop ready to open shortly after the completion of the Activities and Recreation Center. Another is to raise awareness of our new program on campus and increase student interest in the outdoors. This means planning outdoor excursions, as well as providing engaging and educational events on campus to teach students more about the outdoors. Lastly, we are striving to create partnerships around the Bothell community and beyond to give future OWLs better access to resources and activity possibilities. Gear Shop: We have worked extensively to inventory, tag, organize, and optimize the gear in preparation for the Activities and Recreation Center. A labeling system has been created in order to keep track of gear, as well as to simplify finding and organizing gear. We have also sorted out items that were in excess or unneeded to be returned and the money used to buy more crucial equipment. We hope to have a procedure for how equipment will be checked out and how repairs will be handled by the end of this year. Promotion and Activities: As a new program, it is important to raise student awareness of us. To do this, we have participated in events such as Spooktacular, Happy Hour with the HEROs, and the Club Fair, advertised during new student orientations, and facilitated several Husky Adventures for new students. We have also held events such as Knots to Know and Flock Together in the Food for Thought/University Book Store area in order to engage passing students. Building Strong Community Relationships: We have been working with organizations throughout the Puget Sound area in order to bring exciting and informative events to UW Bothell's students. Building strong relationships with these partners will provide easier access to events and services for future OWLs. With a firm foundation in place, future OWLs will be able to focus more solely on brainstorming and putting on events. We also hope to see the OWLs with an additional professional staff member with proper certifications to allow excursions into currently less accessible locations. A professional staff member would also allow for proper management of our gear, such as repairs, replacements, cleaning, and inventory. This would not only allow the OWLs to put on more events, but allow for a greater variety of these events.

**[Required] Need for this Program/Service**

In 200 words or less, please do the following:

- Describe the need for this program or service.
- 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.

In a 2013 survey by the American College Health Association, 19.7% of students had feelings of anxiety, 17% of students had feelings of overwhelming anger and 15.2% had feelings of depression to a point that it was difficult to function (ACHA). As part of the Recreation and Wellness department, the OWLs want to meet the needs of students and help alleviate these unhappy feelings. If students' moods are high, they will be more likely to succeed with their academics. In a 2011 study, mood change after exercising outdoors was compared with exercising indoors. This study found that feelings of anxiety, depression and anger were lower in those individuals who exercised outside than those individuals who exercised inside (Coon et al, 2011). Therefore, it is important for outdoor activities to be accessible to students.

To make outdoor wellness available to our student, the OWLs have been setting up an inventory of outdoor gear, which includes tents, backpacks, first-aid kits, and snowshoes. It is important to our program to develop an efficient, manageable system to distribute gear to those students who do not have access on their own. As we move into the Activities and Recreation Center, we will be needing time and supplies to create this awesome opportunity to our students.

**[Required] 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.

Our goal is organize a wide variety of outdoor events that are accessible to all students. We want to be able to meet the students' need for outdoor activity access. Equipment, travel and guidance can be costly for those students without financial privilege. To help these we are currently working on a gear shop. At previous events, we were able to provide sleeping bags and tents for camping, travel and guidance for ocean kayaking, and education and packs for local hikes.

In addition, the OWLs aim to create a safe, fun environment for those students who are curious about outdoor activities but who may also be intimidated.

**[Required] 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 track how the event/program/service went? How would you track how successful it was and what you could change in the future?

Firstly, the success of Outdoor Adventure Program will be assessed by the number of participants at each event. In addition, utilization of surveys among student participants will be done. With these surveys, students are given a tool to easily communicate what they liked/disliked about an event. By doing this we can easily assess student engagement and event success, as well as make changes to improve our program. Outdoor Wellness Leaders will meet with our mentor on a weekly basis to go over event outcomes to create new ways to improve events according to student feedback.

**Additional Information**

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

Outdoor Wellness does not currently possess the necessary certifications to go on extended trips, such as overnight camping to numerous locations around WA, backpacking trips, and most hikes in WA. We want to hire a Program Manager (you will find this position listed under Recreation & Wellness Operations) that would be able to help the OWLs do in-house trips. We want to hire someone who already has the WFR, Avalanche, Swift Water, Leave No Trace, etc. certifications.

**Works Cited:**

American College of Health Association. "The American College Health Association National College Health Assessment (ACHA-NCHA), Spring 2015 Reference Group report." *Journal of American college health: J of ACH* 53.5 (2015).  
Thompson Coon, J., et al. "Does participating in physical activity in outdoor natural environments have a greater effect on physical and mental wellbeing than physical activity indoors? A systematic review." *Environmental science & technology* 45.5 (2011): 1761-1772.

### Salary/Wages

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

38 weeks of programming - 3 staff x \$13.5/hr x 12 hrs/week x 38 weeks = \$18,468

2 weeks of training - 3 staff x \$13.50 x 2 weeks x 40 hours = \$3240

Husky Adventure Wages = \$700.00

Total Requested for Salary/Wages: \$22,408.00

### Benefits

Total Benefits Requested: \$3697.32

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box. If you included salaries/wages in the above field, you must calculate the applicable benefits.

### 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. If your request includes security and you would like an estimate, please contact UWB Security at 425-352-5359.

Total Requested for Programming/Events: \$26762.00

OWLs do not know exact programs for the next year, so we are asking for a lump sum of programming funds. Please find below examples of programming during our 2014-15 year. Some numbers are approximate.

Recreation & Wellness Camping Trip = \$1200

Husky Adventures for first-year and transfer students = \$4,000

Spooktacular = \$50

Knots to Know = \$130

Flock Together = \$500

Safe Sex Packs (Partnering for Laci Green Event) = \$500

Cocoa Table Advertising = \$500

Compass Comprehension = \$720

Fun with Fungi = \$500

Leavenworth Sledding = \$1,300

Outdoor Documentary = \$1000

Rock Climbing Event = \$280

ISS Steven's Pass Trip = \$1350

Hike Smart Tabling = \$1500

Snow Shoeing = \$1200

Kayak Cleanup (Partnering with ACT) = \$100

Forest Ranger Talk = \$200

World-wide Opportunities on Organic Farms = \$100

North Creek Forest Visit = \$0

Tiptoe through the Tulips = \$100

Seed Giveaway = \$200

Urban Hiking and Geocaching Series = \$100

National Geographic Speaker (Partnering with CEB) = \$5000

Back Pack Day = \$400

WTA Trail Repair Camping Trip = \$600

Paddle Boarding and Yoga = \$552

End-of-the-Year Kayaking Trip = \$4680

### Facilities Rentals/Set-Ups

Included in programming costs

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.

### Printing & Photocopying

Included in Recreation and Wellness Operations

Describe the funds you are requesting in detail below.

Please put the total dollar amount of printing/photocopying in the bottom of this box.

### Office Supplies

Included in Recreation and Wellness Operations

Describe the funds you are requesting in detail below.

Please put the total dollar amount of office supplies in the bottom of this box.

### Food/Refreshments

N/A

Describe the funds you are requesting in detail below.  
Please put the total dollar amount of food/refreshments in the bottom of this box.  
Please review the food policy/food form for the University policies before submitting your request at the following link:  
<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Equipment Rentals/Purchase      New Equipment and Upkeep of current equipment = \$5000.00

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.

Transportation      N/A

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 put total dollar amount of transportation in the bottom of this box.

Meals and Lodging for Travel      N/A

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 the 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.

Telecommunications      Included in Recreation and Wellness Operations

Describe the funds you are requesting in detail below.  
Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).  
Please put the total dollar amount of telecommunications in the bottom of this box.

#### 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.

#### Training and Certifications:

CPR/AED \$35/person x 4 people (OWLs, Program Manager Outdoor Adventures) = \$140.00

Wilderness First-Aid (WFA) \$220/person x 3 persons (OWLs and Program Manager Outdoor Adventures) = \$660.00

2-day course all OWLs go through. Allows us to take students on trips (such as hikes) that have access to medical care within 30 minutes, so we are extremely limited on where the OWLs can take students unless we partner with sub-contractors. Subcontractors are very expensive.

Wilderness First Responder (WFR) \$900/person x 1 person (Program Manager Outdoor Adventures) = \$900.00

Outdoor Wellness does not currently possess the necessary certifications to go on extended trips, such as overnight camping to numerous locations around WA, backpacking trips, and most hikes in WA. We want to hire a Program Manager that would be able to help the OWLs do in-house trips. We want to hire someone who already has the WFR, Avalanche, Swift Water, Leave No Trace, Etc. Certifications, but we are factoring in the WFR certification as a place-holder.

#### Professional Development:

Conference/Continuing Education \$1500/person x 4 persons (3 students, Program Manager Outdoor Adventures) = \$6000.00

Total Requested for Training and Certifications and Professional Development: \$7700.00

[Required] Total Amount Requested      \$65,567.32

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error.  
Round your final total up to the nearest dollar.

[Required] Terms and Conditions       I Agree

-I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/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 6, 2015 and Friday, February 13, 2015. Someone from my group will be available to attend a brief hearing scheduled during that time frame.