

Results for SAF Annual Proposal Form for the 2020-2021 Academic Year (By Participant)

Results for: ID# 19399810		Submission date: 1/16/2020 1:32 PM
		Total time: 45 minutes, 54 seconds
Question	Response	
<p>Question: Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Recreation and Wellness Operations	
<p>Question: Department/Organization (i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)</p>	Recreation and Wellness	
<p>Question: 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>	Jama'l Chukueke	
<p>Question: 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>	chukueke@uw.edu	
<p>Question: 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>	4253523551	
<p>Question: 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>	Emily Christian	
<p>Question: Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	emilyc24@uw.edu	
<p>Question: 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>	The funds that will be used out of the recreation and wellness budget will be used for professional salaries and professional development. Additionally, included in this budget is used for programming campus event along the likes of welcome week and spring fest, along with programming equipment funds for the brilliant billiards club for their pool table supplies and ping pong table supplies. Lastly, photo copier and printing expenses are paid out of this budget.	
<p>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)</p>	The funds for this budget support the livelihood of the programmers that put on great events for the campus community. There has been an increase in participation throughout these last couple years. This is through trial and error and the professional development of our program managers. Being a primarily commuter campus, our programs and outdoor gear and sports equipment rental services provide a welcoming and inclusive atmosphere to our students who participate. The campus wide programs such as welcome week and spring fest, consist in this budget and supports fostering a sense of community in working collaboratively with other student affairs offices during this time of engagement.	

The pool table and ping pong table provides another space where community building takes place for our campus. The funds out of this recreation and wellness operations budget ensure the upkeep of the pool table and ping pong table amenities. Indirectly, the printing of flyers to pass out on campus, impacts the campus community in utilizing the funds available in this budget as well.

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 for salary for a position that is in place already. How we got this position in place currently is that we used the funds from the former assistant director position to fund the Program Manager of Fitness this year. Moving forward I am requesting continual funding for this position of Program Manager for Fitness.

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.

My key strategic goals for this recreation and operation budget is to through increase responsibility with various essentials due to exposure caused by increase participation, is to increase the salaries of the program managers along with initial stipend for support staff.

Year 1 – 2: Have the program manager salaries be on par to regional/national standards for programmer leads that do similar work. The completive salary would also mirror the cost of living in this particular region for the line of work that is being asked of them.

Adding a graduate student to aid in the management and leadership that is applied to the fitness center front desk would be ideal. Even though most of the management falls under the ARC, there are elements of management such as strength and cardio equipment, point of contact for vendor, as well as accountability partner with the ARC in the management of the front desk. This also provides a student development position in our office as a part of a cohort recruitment in promoting future inquiries for those seeking a professional development opportunity that coincides with their educational pursuit of a degree.

Year 3 – 4: Be able to provide professional opportunities for speaking at national conferences based on the culture that is created and experience the program managers are having as a professional within recreation and wellness office and division of student affairs. The showcase of the work that is being done through divisional leadership and executed through the department is imperative.

Workshops, presentations, symposiums and the like would be on a part of the story that we would tell through professional staff leadership in upholding our students' self -discovery stories.

Year 5: Fully functional operations with salaries on par and competitive to other recreation departments around the country. I see us with a mentoring program with our graduate students and professional staff and undergraduate student workers.

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.

The benefit that students will get from this program fund within the recreation and wellness budget will be a chance to build community and a lasting experience. Recreation and Wellness is geared towards discovery of one's self, to relieve stress, and build resiliency. We impact anywhere to 3000-4000 students per year which includes the fitness center to all of our programming. The campus programs that we are involved in are welcome week and spring fest. A side from expansive collaboration, there are smaller collaboration that we do such as pool table tournaments with the Brilliant Billiards club. Additionally, the ping pong table is used for events as well. I estimate around 150 students to participate in both ping pong and billiards events combined. Working in conjunction with the OTP office and Residential Life to put on great events. We have partnered for events by splitting the funding of various vendors to accommodate site set up, activity participation, and break down.

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).

Most of the funds used out of this budget is for salary staff positions. Any programming or services are going within the structure of the various programs that we offer. For instance, our Outdoor Wellness program provides of rental gear for students, and our Intramural Activities provides sports equipment for check-out purposes. Both rental services have seen a steady flow of activity. The operational targets that we look for with our programming funds within this budget is at least 50% of participant rate in the activities that we offer. Our in-process measures whether or not that participation rate for the larger campus programming events percentages are met.

<p><i>Question:</i> Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.</p>	N/A
<p><i>Question:</i> 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).</p>	<p>Rec and Well Operations (Ops) Program Manager – Intramural and Facilities (Sports Field fee): \$57,134 Program Manager – Outdoor Wellness (SAF fee): \$56,095 Program Manager –Fitness (SAF fee): \$52,020</p> <hr/> <p>Merit increase of 2% for 3 professional staff (SAF fee + Sports Field fee): \$3240 Total Base Salary: \$165,249 Total Base Benefits: \$53,044 Merit Increase + Benefits: \$56,284 Total Salary/Benefits Request: \$218,293</p> <p>Education and Outreach Coordinator Education and Outreach Coordinator salary (Sept - Dec) 2 students x 10 hours x 15 wks x \$16.39/hour = \$4,917 Education Outreach Coordinator salary (Jan - June) 2 students x 10 hours x 24 wks x \$17.00/hour = \$8,160 Total Base Salary: \$13,077 Total Base Benefits: \$2,745 Total Salary/Benefits Request: \$15,822</p>
<p><i>Question:</i> 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.</p>	<p>We will be using these funds to pay for programming to celebrate Welcome Week and Spring Fest. Typically, we've provided some sort of inflated bounce house equipment for students to participate in. We've set aside \$1000 for the Welcome Week event, and \$1000 for the Spring Fest Event. We have collaborated with Resident Life, OTP, and SEA on creating an enjoyable event for students.</p> <p>Programming = \$2000</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>	N/A
<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>We use these funds for our standard printing that we have in our daily office tasks as programmers. This ranges for quarter paper flyer printing to printing on a standard 8.5 x 11 piece of paper. We photocopy important documents for ourselves and for our programs.</p> <p>Printing and Photocopying = \$2000</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>We use these funds for our office supplies which consists of various pieces of materials that help our department handle daily tasks for our programming and our professional responsibilities as a director and program manager.</p> <p>Office Supplies = \$1500</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</p>	N/A

refreshments in the bottom of this box and on the spreadsheet.	
<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>	N/A
<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 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>	I am requesting funds for 3 professional staff including myself for professional development for Conference registration, per diem, meals, lodging Professional Development for 3 Professional Staff member X \$2000 = \$6000
<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>	N/A
<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>	We are requesting funds for the maintenance and equipment of the pool table and the ping pong table. Hepatitis B Shot for student workers, if a blood borne pathogen incident occurs while students are working.
	Other (Ping Pong/Pool Table) = \$1500 Other (Hepatitis B Shot) = \$450
<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>	253134
<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, January 31, 2020 and Friday, February 7, 2020. Someone from my group will be available to attend a brief hearing scheduled during that time frame.</p>	I Agree

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