

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.

425-352-3551

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.**

Valery Richardson

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.**

valeryr@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>

Recreation & Wellness is a piece of the puzzle that makes the ARC fit together. As we were funded for in 2014-15 and 2015-16, we are requesting funding for students to work at the Fitness Center front desk to support our outdoor gear shop (The Nest), Sports & Recreation Complex equipment checkout, and to support fitness programming, as well as the Fitness Center.

Recreation & Wellness supports UW Bothell's 21st Century Initiative in many ways:

- **Growth** – Recreation & Wellness has grown along with the University of Washington Bothell to continue to provide top notch programs, informed through student interest – especially surrounding Outdoor Wellness and the ARC!
- **Resourcefulness** – R&W has been resourceful by being creative with funding we are awarded to make the biggest impact, though partnering with other departments, growing sustainably, seeking outside support through grants, and building and maintaining relationships with community associates
- **Diversity** – Through striving to be as inclusive as we know how and by not being complacent. We attend social justice institutes, attend on-campus opportunities, make ourselves available to students, and listen and act based on current student needs
- **Student-Centered** – R&W keeps students at the forefront of all programming and planning through having students generate event ideas, asking for student input, and by being responsive to student requests and comments
- **Community** – Our programs are often specifically designed for community building between students, staff and faculty, as well as the larger community. We value our community partners and regularly partner for programming
- **Innovation** – Our programs are innovative in nature for many reasons. Because we are a co-located campus, we have had to be innovative thinkers and problem solvers to create programs that work on our campus, with its very specific needs and to serve our very diverse campus
- **Sustainability** – Growth of Recreation & Wellness has had to happen in a sustainable and deliberate way to ensure high quality programming and to allow for our programs to be informed by students. R&W also is very mindful of environmental sustainability and addresses it through educational programming and by creating new programs from left over materials, as to not have to throw them out

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 need for this program and student support is great. We have thousands of dollars of outdoor equipment that is meant for checkout to students. With the ARC, we have 'The Nest' where equipment and education about how to use it will happen. Student employees will be trained to fit people so that they are lent the proper equipment, as well as show them how to use it. 'The Nest' opened in winter quarter 2017 and since then, we've had an enormous amount of interest in the gear. During each season, we have many stretches where all of the equipment correlating to the weather gets entirely checked out (i.e. snow shoes in the winter, socks, boots, head lamps, etc.).

Fitness Classes

The fitness classes that have been offered since the ARC opened have greatly enriched the fabric of our programming for students. The number of participants consistently grows each quarter and the styles of classes has been expanded.

Outdoor Wellness

Outdoor Wellness is flourishing with mentorship from our Program Manager and students receiving excellent training. Events offered have increased, as well as the type of events we hold. 'The Nest' has been wildly popular, making the outdoors more accessible to students, as it defrays the cost of participation in activities significantly.

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.

The entirety of this budget has been funded in the past. The only increases to it are due to the shift from \$13/hr to \$15/hr.

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 entire UW Bothell community can benefit from our programs. We strive to promote the maintenance of good physical and mental health for all students and we want to create an atmosphere that encourages individuals to develop a life-long pattern of positive physical activity, regardless of skill level. Our programs are open to all students and we endeavor to address issues from a holistic and inclusive angle. Because Recreation & Wellness is focused on excelling and developing the areas we currently have, one of our major goals for this past year was to increase participation from students who wouldn't typically identify themselves as someone who would join us. We've seen early success of this through creative programming and increasing accessibility.

Our gear shop, 'The Nest' is open to UWB fee-paying students and removes many barriers to participation in outdoor pursuits by eliminating or vastly reducing gear costs associated with many

outdoor activities. We would like to introduce community pricing that will allow for UWB faculty/staff, as well as CC students/faculty/staff to rent our gear.

All fee-paying students on UWB and CC campuses have access to our Fitness Center and fitness classes. Faculty and staff from both institutions are able to buy a Fit Pass that allows them access to both the Fitness Center and fitness classes.

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?

Gear will be tracked very carefully, as it is very expensive and will be going out with individuals or groups without staff people at times. It will also be a great way for us to track interest, use and help to plan for the future. We also keep track of what students ask for that we do not currently provide to help inform future purchases.

Fitness Center use and Fitness Class participation is tracked carefully and recorded daily.

We have comment forms out at the Fitness Center that we use to assess what current issues in the Fitness Center are, what additional equipment is desired, and what fitness classes student would like to see added. Since opening in Fall 2015, we have been able to respond quickly to student needs and make changes and additions.

Students will be available to open and close the shop, as well as help with UWB fitness programming and operations.

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.)

N/A

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 request is for 9 students at the Fitness Center Front Desk for operating hours, training, and team meetings.

Wages

Student Training - 90 hours for 9 employees @\$15/hr	\$ 12,150.00
Student Training Benefits at 17.9%	\$ 2,175.00
Student Wages - 4188 hours of annual coverage @\$15/hr	\$ 62,820.00
Student Wage Benefits at 17.9%	\$ 11,245.00
Student Meetings - 2 hrs/mo for 9 employees	\$ 3,240.00
Student Meeting Benefits at 17.9%	\$ 580.00
TOTAL	\$ 92,210.00

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.

We are asking for funding to do special event fitness programming for UWB students. The events are to supplement our fitness classes as either ongoing workshops or in depth focused work on certain subjects.

Programming

Mindfulness Meditation Series	\$ 2,000.00
AcroVinyasa Workshop	\$ 1,000.00
Couch to 5K Running Program	\$ 1,000.00
Intro to Weightlifting	\$ 1,000.00
TOTAL	\$ 5,000.00

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 – Included in the R&W Ops budget.

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 – Included in the R&W Ops budget.

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 – Included in the R&W Ops budget.

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

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.

This is for certifications and professional development that will keep the employees trained in the most current national standards. It is important to keep employees trained to make our space as safe as possible. The professional development could include attending a conference relating to outdoor gear, fitness programs, or recreation depending on current student interest and need.

Certifications & Training

CPR/AED/First Aid	\$ 1,000.00
Fitness Certifications	\$ 3,000.00
Gear Fitting Certification	\$ 1,000.00
Professional Development for 3 Students & 1 Supervisor	\$ 6,000.00
TOTAL	\$ 11,000.00

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.

\$108,210.00

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.