

# 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.

425-352-3862

**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.**

Betsy Brown

**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.**

Brownbj@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>

Health Promotion provides students with access to information, resources, and programs that guide students towards reaching their optimal health and well-being. Within Health Promotion are the HEROs (Health Educators Reaching Out) who are certified peer educators and student programmers. For the past six years the HEROs have been an integral part of Recreation & Wellness. The HEROs make public health research, resources, and wellness practices accessible to students. Some of their most successful events have been poster campaigns on sexual health and consent, Drag Brunch, Body Acceptance Art Gala, Domestic Violence Awareness Month, Paint Your Stress Away, Massage Therapy, Power Snack Hour, Mason Jar Lunch Program, Fill Your Own Flu Pack, Wednesday Hump-

Day with Safe Sex Packs, and De-Stress with Dogs. In addition to the HEROs, we also manage Student Health 101 which is an online magazine subscription that make wellness skills and information accessible to all students.

Health Promotion most directly address the following areas within the 21st century campus Initiatives:

*Growth: Serve the citizens of Washington by providing increased access to a premier university education-* Health Promotion has expanded out of Recreation & Wellness to support the HEROs, Student Health 101, and other cross campus collaborations to serve the UW Bothell student body. In doing so, Health Promotion has provided more accessible opportunities for students to participate in. Moreover, the HEROs have contributed to the growth of the campus by helping to bring life to the new ARC building.

*Resourcefulness: Build institutional sustainability through sound, creative use of financial and human resources-* By adding HEROs and Student Health 101 to Health Promotion we are increasing the amount of health and wellness programming; while saving on salary. This is strategic use of financial and human resources to best utilize student dollars. One example is the use of the Student Health 101 subscription, which increases our use of online platforms to engage students in health promotion activities, especially to reach commuter students more effectively.

*Student-centered: Enhance student services to support academic success and enrich student life-* Along with the academic education students receive at the university, the HEROs work as a part of Student Affairs in order to complement what students learn in a classroom with relevant health information about how to be successful and live healthy lives as students. One example of this are our various stress management programs such as Paint Your Stress Away which taught students about a stress reduction technique. Events, such as this one, that deal with providing healthy coping strategies are intentionally planned during times of high stress such as the week before finals.

*Community: Deepen and broaden community engagement and research -* HEROs collaborate with different programming boards in order to create more well-rounded programs for the student body. The HEROs hope to create more programs in the future that reference the 3C's Framework and collaborate with different groups in Student Affairs, Academic Affairs, and organizations outside of the UW Bothell campus. One example of a cross-disciplinary initiative that the HEROs are involved in is a collaboration with a student group called Achieving Community Transformation (ACT) from Academic Affairs and with an off-campus organization called WithinReach. Through this collaboration, we will be helping to provide access to affordable resources, such as healthcare and basic food, to students on our campus. Another example of our community engagement is with the showing of the video "The Hunting Ground," where HEROs collaborated with Counseling, Conduct, and Student Engagement and Activities to create an event for students to talk about sexual assault on campus.

*Diversity: Enhance campus commitment to diversity and inclusiveness-* Health Promotion creates new programs that tailor to the needs of the increasing diversity of the student body demographics. With our new direction on Global Health initiatives, the HEROs create programs that increase cultural awareness and inform students about health practices from different cultures. One example of this is

our upcoming Tai Chi Workshop, where students will learn about the history of Tai Chi and beginner Tai Chi moves, and be exposed to a wellness practice from a different culture.

*Innovation: Support signature strengths in interdisciplinary scholarship and innovative teaching-*

Health Promotion has delved into creating new outreach strategies in order to broaden our reach and use innovative teaching methods to attract more students. For example, HEROs have turned to online health promotion programming to reach commuter students and increase accessibility of health information to the student body. Another example of our innovative teaching methods is the use of coffee sleeves, for hot drinks, to display health information. Another example, is our use of Snapchat Stories to build community and provide space for learning about health from one another. Through methods such as these, Health Promotion uses innovative community outreach techniques in order to maximize our student outreach while being fiscally resourceful.

*Sustainability: Develop environmental and human sustainability as a signature initiative-*

The HEROs seek to develop sustainable practices for students who attend our programs so that they can be exposed to educational information about how to make long-term healthy lifestyle choices. One example of this is our Hydration Station tabling event, where we passed out free water bottles, in order to give students a tool to maintain the habit of constant hydration. Another example is the Build Your Own Mason Jar event where students practiced how to create nutritious and affordable meals. These examples display the long-term practices that students are able to learn and develop by attending HERO events.

SAF awarded us funding for 6 HEROs during the 2016-17 school year; however, we plan to hire 4 HEROs for 2017-18 to research and plan programs that focus on all areas of health and wellness that are most relevant to students on the UW Bothell campus. Instead of having individual roles for each area of wellness, all 4 HEROs will be trained to plan programs for all eight dimensions of wellness: environmental, financial, spiritual, physical, emotional, intellectual, vocational, and social (SAMHSA, 2016). This shift, being more generalized, will help to further advance our efforts in supporting the 3Cs while saving funds. By hiring fewer HEROs we end up saving \$11,724 in salaries.

### 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 BACCHUS Network: a higher education organization promoting health and safety initiatives through peer education, explains that student leaders like the HEROs have a campus wide impact

that is greater than that of a professional health educator. Research shows that peer health educators play a key role in promoting healthy behaviors in areas such as alcohol and drug use, and nutrition. (White, Park, Israel, & Cordero, 2009; Sloan & Zimmer, 1993). Students are more receptive to peer educators because there is a foundation of trust and support, and no hierarchy of authority.

This year students wanted more programming on cultural diversity and health, stress/anxiety, nutrition, school/work balance, access to a variety of wellness opportunities, and sleeping habits. Health Promotion is working to address those needs with their current funding. In addition to student feedback, Health Promotion uses trends from the ACHA-NCHA to inform their events because it represents common health issues and habits among students from colleges and universities across the nation. This data helps to inform our programming so that we are addressing the most pressing health concerns for college students.

**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.

Everything requested was funded by SAF in the past. 2016/2017 we were funded a total of \$79,193. This year we ask for a total of \$65,377. We are able to save a total of \$13,816 because we plan to hire 4 instead of 6 HEROs and are requesting less in Professional Development. 2016/2017 we were funded \$15,000 for Programming and we ask for \$17,000 for 2017/2018 because an additional \$2,000 is needed to expand and advance our violence prevention program. However, we still save in our overall budget that we are requesting.

**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.

We estimate that nearly all of the student body benefit from our programs, or are at least exposed to our educational material. Every first-year student is introduced to the HEROs during Orientation. All transfer and first-year students are exposed to Health Promotion through Bystander Intervention, and all students receive monthly issues of Student Health 101. Research indicates that college is a formidable time to build sustainable habits. Health Promotion teaches skills that prevent high risk behavior and a positive wellbeing.

Here are a few examples of programs we have been a part of this year: Masquerade Ball: over 300 attendees learned about consent communication. Body Acceptance Art Gala: 250 students used art as activism to build a culture of positive body image. Welcome Week: 400 students learned about hydration, sleep, and stress management. Paint Your Stress Away: 25 students. Drag Brunch: 200 students practiced gender expression affirmation and identified LGBTQ student support on campus, Mason Jar Lunch: 200, Flu Packs: 500, Wednesday Hump-Day: 500

**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?

As a part of the Recreation & Wellness department, Health Promotion assesses programs by the number of participants in each event. We will continue to record how many participants attend every event using tally counters. In an effort to stay up-to-date with the wants and needs of students, Health Promotion will implement post event evaluation/assessment surveys for participants to fill out. This will help us understand what techniques students are learning from, as well as their needs for future programs. In addition, Recreation & Wellness tracks interactions on social media such as “likes,” “views,” and “comments” to observe how effectively our online strategies are reaching students.

With the new bystander intervention curriculum, we plan to purchase Ben’s Bells, which are bracelets that are part of the Step Up curriculum. The bracelets are part of a project called Be Kind. Step Up! Be Kind. Step Up! is a new partnership between the Step UP! program and Ben’s Bells Project, which has a mission of inspiring, educating, and motivating each other to realize the impact of intentional kindness and empower individuals to act according to that awareness, thereby changing our world. Be Kind. Step Up! bracelets are a great way to recognize ordinary (and extraordinary) acts of kindness in our community, as well as a chance to show support for individuals who “step up” to help others in need. How it works: get a bracelet, see an act of kindness or someone “stepping up”, and pass the bracelet along. We can track students’ stories by numbering the back of all of the bracelets so that they can submit their bystander moment online to share with our campus community. For an example of how this tracking and story sharing system works visit this website: <http://www.health.arizona.edu/bekind-stepup>

**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).

2 Weeks of 4 HEROs 40-hour per week summer training @ \$15 dollars for 5 HERO's = \$4,800 (before benefits)  
32.2 total weeks of 4 HEROs working 15.5 hours per week @ \$15 dollars an hour for 5 HERO's= \$28,980 (before benefits)  
Total salary Requested: \$39,826 (with benefits)

**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.

Health Promotion is asking for a lump sum of \$17,000 towards programming that will go towards HERO Programs. We ask for a lump sum because our programs change every year based on student needs. Below you will find some examples of programs for the current school year:  
"Be Kind. Step Up!" Bracelets for the "Step Up!" Bystander Intervention curriculum and the cost is \$3,000.  
All Finals Stretch Week: \$1000  
Massage Therapists: \$1200  
Spooktacular: \$300  
Drag Brunch: \$2,000  
Nutritional Lunch: \$600  
Learn Tai Chi: \$250  
Glow Dance: \$240  
Spring Fest: \$1000  
Shop Smart and Healthy: \$600  
New Years' Health Goals: \$0  
De-Myth: Organic vs. Regular Produce: \$150  
Affirmation Fortune Cookies: \$100

De-Stress with Dogs: \$50  
Tea Time/ Yerba Mate: \$100  
Family Health History: \$0  
Health Care tabling: \$0  
Flu Packs: \$800  
Wednesday Hump Day: Safe Sex Packs: \$500  
Sleep Packs: \$300  
MLK Day of Service Workshop: \$500  
Mindfulness: \$200  
Affirmation Journals: \$300  
Mason Jar Lunch: \$600  
African Heritage Week Dance Class: \$200  
African Heritage Week Nutrition: \$1200  
Orientation Week: \$600  
Paint Your Stress Away: \$100  
#LoveYourSelfie: \$300  
Hydration Station: \$200  
Wellness Day: \$500  
Hoola Hoop Workshop: \$500  
  
Total Programming Request: \$17,000

**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.

Included in programming cost

**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.

Included in Department of Recreation & Wellness fund request

**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.

|  |  |
|--|--|
| Included in Department of Recreation & Wellness fund request |  |
|--|--|

**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.

|                               |
|-------------------------------|
| Included in programming costs |
|-------------------------------|

**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.

|                               |
|-------------------------------|
| Included in programming costs |
|-------------------------------|

**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.

Included in programming costs and professional development

**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.

Included in professional development for conferences using per diem rates

**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/>

Included in Department of Recreation & Wellness fund request

**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.

A conference is requested for two students and a professional staff adviser to a conference supporting peer education, wellness, and programming. This is important to help build on the knowledge we have currently, allow for student to learn skills, find new ideas, and build a network of folks that will be resources to our programs.

Professional Development for 2 students plus 1 adviser: \$1500 per person=\$4500  
Training/Certification: Summer training materials = \$250  
Total Request: \$4750

**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.

\$65,377

**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.