

# 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.

425-352-3686

**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>

The focus of Intramural Activities at the University of Washington Bothell is to create an environment open to all students and that promotes healthy and diverse lifestyles. This is done by fostering healthy competition through organized sports and activities. Student leaders work with the program manager to create an environment that all students feel welcome in.

Intramural Activities are broken down into the following areas:

**League Sports:** These are sports that are held for the majority of the quarter. Each league has a regular season and a playoff bracket. Teams have an opportunity to play multiple games together.

This allows for them to grow as a group and build friendships that extend beyond the playing field. Currently there are three league sports that are scheduled for each quarter: Soccer, Flag Football, Basketball, Ultimate Frisbee and Softball are some of the league sports offered.

**Tournaments:** While league sports offer more traditional sports, tournaments try to cater to a wider audience. For example, there has been laser tag, League of Legends, gaga ball, golf and bowling. Tournaments are often run due to students requesting that the activity be offered.

**Promotion:** Intramural Activities use many outlets to promote the sports and activities that are offered. This includes working with Orientation and Transition Programs, Residential Life and Campus Events Board. It also includes participating in Involvement Fairs and Preview Days. This allows for both the students and professional staff to build relationships with their counter-parts across campus to promote their individual programs as well as the University of Washington Bothell.

Intramural Activities support the following 21<sup>st</sup> Century Initiatives:

**Student-Centered:** With the exception of the program manager, Intramural Activities are entirely student driven. Student employees facilitate and officiate all sports and activities. Students participate and spectate those sports and activities. Finally, all sports and activities are provided based on requests from students. Intramural Activities strive to meet the desire to enrich student life.

**Community:** Intramural Activities provide a strong opportunity for community building. Students from all backgrounds come together and compete alongside and against each other in sporting activities. This forges friendships that strengthen the University of Washington Bothell community at large.

**Diversity:** One of the main goals of Intramural Activities is to get as many students as possible to participate. In order to do this a wide array of sports and activities are offered to try to meet the needs and interests of a diverse campus. Intramural Activities actively seek to enhance the campus commitment to diversity and inclusiveness.

#### 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 primary need for this program is that it brings students together outside of the classroom. It allows students to interact with their peers in an environment they normally would not. It creates a

feeling of community that might not exist if students are just coming to campus, going to class and then going home. In 2015-16, Intramurals served more students than it ever has! There is growing interest and we're being creative in how we recruit new students to participate.

Intramural Activities also provide a healthy outlet for students to relieve stress that can accumulate during the course of a school year. It is a safe and structured environment that allows for students to enjoy themselves in between the rigors of school and employment.

**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.

This request has been previously funded by SAF. The overall request is less than last year!

**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 benefits of Intramural Activities include promoting healthy lifestyles, strengthening the University of Washington Bothell community and providing students with an opportunity to learn valuable lessons such as teamwork and dedication.

In the 2015-16 academic year, Intramural Activities saw 1195 participants, correlating to over 4000 participations in programs ranging from laser tag, gaga ball, traditional sport leagues, to video game tournaments. Intramural Activities are open to all UWB students. UWB faculty/staff and CC students/faculty/staff have the ability to pay a quarterly fee and participate. This really makes the programs accessible to the entire campus community with interest in the programs.

**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?

The effects of this program are tracked in a few ways. The first is by recording the number of participants at each sport or activity. This is important to assist in measuring if a sport or activity should continue to be run. In addition, feedback gathered from participants is very helpful in what goes well and what could be changed in the future. This is gathered in both informal discussions as well as a yearly survey. The final way in which the program is tracked is through the feedback of the student employees. Many of them participate in the sports that are offered and can offer feedback from their position as employee and participant.

**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).

Wages for Intramural student employees are for 10 students at 13 hours/week. Students will be paid \$15/hour to reflect the minimum wage increase.

**WAGES**

<b>Intramural Student Training</b>	
10 students x 1 wk x 30 hrs x \$15/hr	\$ 4,500.00
Training Benefits at 17.9%	\$ 806.00
<b>Intramural Student Wages</b>	
10 students x 30 wks x 13 hrs x \$15/hr	\$ 58,500.00
Benefits at 17.9%	\$ 10,472.00
<b>TOTAL</b>	<b>\$ 74,278.00</b>

**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.

<b>PROGRAMMING</b>	
Basketball Leagues/Gym Rentals	\$ 5,000.00
Pokémon Dodgeball	\$ 1,000.00
Laser Tag	\$ 1,500.00
Intramural Champion Shirts	\$ 1,000.00
Seattle Cup	\$ 1,500.00
<b>TOTAL</b>	<b>\$ 10,000.00</b>

**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 – We already have a beautiful Sports & Recreation Complex on campus!

**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 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 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

**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.

<b>EQUIPMENT RENTALS/PURCHASE</b>	
Officiating Supplies - Whistles, Flags, Stripes	\$ 1,500.00
Balls - Soccer, Basketball, Footballs, Dodgeballs, Etc.	\$ 1,500.00
Field Paint	\$ 2,000.00
<b>TOTAL</b>	<b>\$ 5,000.00</b>

**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.

Professional development funds for students and a supervisor are being requested at \$1500/person. This funding would allow for students to attend professional conferences, regional officiating opportunities, or other job specific training that will greatly enhance the Intramural environment on campus.

**OTHER**

Professional Development for 4 Students & 1 Supervisor	\$ 7,500.00
CPR/AED/First Aid, Officiating Certification	\$ 500.00
<b>TOTAL</b>	<b>\$ 8,000.00</b>

**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.

\$97,277.00
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**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.