

# 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](mailto: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>

This request is for operations of Recreation & Wellness (R&W), including staff salaries, professional development, student wages, supplies, photocopying, telecommunications, Sports & Recreation Complex maintenance and other general Recreation & Wellness programming/events funding. This is to be in addition and in support of the programming budgets from Recreation & Wellness areas.

Recreation & Wellness supports UW Bothell's 21<sup>st</sup> 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

- **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.

Recreation & Wellness not only serves the general student population with a diverse array of programs, events, and services, but also is one of the biggest employers of students on campus at around 45 student employees. This has vastly increased over the years, making the largest jump from this last year to this, with the opening of the ARC. When creating new programs, we keep student jobs in mind do our best to create positions from student fee money.

Recreation & Wellness has seen tremendous growth that has coincided with the University of Washington Bothell's student population growth.

- Health Promotion**  
 This year, students surveyed wanted more programming around cultural diversity and health, stress/anxiety, nutrition, school/work balance, access to wellness opportunities, and sleeping habits. Health Promotion is working to address those needs with programs including sleep packs, seasonal affectiveness disorder education, safer sex information and supplies, and much more!
- Intramural Activities**  
 In 2015-16, Intramurals had 1195 participants and more than 4000 participations in activities including flag football, soccer, ultimate, softball, basketball, sand volleyball, video game tournaments, laser tag, and gaga ball.
- Fitness Classes/Fitness Center**  
 The fitness classes and Fitness Center are predominately funded through the ARC fees, but are supported by Recreation & Wellness through scheduling fitness classes and supporting the student staff at the desk. We keep hourly head counts, class counts, and continually have a place for students to give feedback on the center and classes.
- Outdoor Wellness**  
 Our outdoor gear shop, The Nest, had over 200 individual equipment rentals in just two quarters of operation. Many of those rentals had over 20 items included in one rental. Our gear was used to outfit students travelling on international studies to Peru and Ecuador. One group of student activists used our tents and cold-weather gear to participate in the Dakota Access Pipeline protests. Throughout 2015-16, Outdoor Wellness served 1300 students in programs alone.

**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.

Yes. All of this proposal has been previously funded.

**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 has the ability 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 great of this through creative programming and increasing accessibility.

**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?

R&W tracks the effects of programs in a number of ways. We keep head counts at events, assess participants to see if our learning outcomes are being reached, we talk to student participants and ask what they like, don't like, what we're missing, and what they would change. Success can be measured in many ways, and we take different approaches for different programs. After events, we fill out Program Report Forms that ask questions about what went well, what could have been better, how many people attended, and any other general information that is pertinent to the event. When we do events in the future, we will go back to this collected information for use to build on the foundation we've put in place and to continue to do better for students.

Recreation & Wellness programs allow students to attend to all five areas of their physical, emotional, spiritual, social, and intellectual needs. Research indicates that "student involvement in recreational sports programs, facilities, and (wellness) services plays a significant role in recruiting new students, supporting the learning environment, integrating students into the social community of the campus...enhanced recruitment and retention of students; higher grade point averages; greater student satisfaction with their overall college experience."

(J. Turman, "Planning Principles for College and University Recreation Facilities")

**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).

The request below is for four full-time professional staff positions that have been previously funded.

**Assistant Director of Recreation & Wellness**

Salary	\$	58,932.00
Benefits	\$	19,094.00
4% Merit Increase	\$	2,357.00
Benefit Increase	\$	764.00

**Program Manager of Health Promotion**

Salary	\$	48,360.00
Benefits	\$	15,669.00
4% Merit Increase	\$	1,934.00
Benefit Increase	\$	627.00

**Program Manager of Intramural Activities**

Salary	\$	47,988.00
Benefits	\$	15,548.00
4% Merit Increase	\$	1,920.00
Benefit Increase	\$	622.00

**Program Manager of Outdoor Wellness**

Salary	\$	48,360.00
Benefits	\$	15,669.00
4% Merit Increase	\$	1,934.00
Benefit Increase	\$	627.00

**TOTAL \$ 280,405.00**

**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.

Programming and events that Recreation & Wellness generates mostly come out of the budgets from Outdoor Wellness, Health Promotion, and Intramural Activities budgets. That being said, out of the R&W budget, we account for Welcome Week programming and Husky Adventures. Some of these events will be contracted out and some will be led by our R&W student and professional staff.

**Programming**

Husky Adventure - Sunset Photography	\$ 1,000.00
Husky Adventure - Intro to Climbing	\$ 500.00
Husky Adventure - Arboretum Canoe	\$ 500.00
Husky Adventure - Moonlight Paddle	\$ 1,000.00
Welcome Week - Laser Tag	\$ 1,000.00
Welcome Week - Human Foosball	\$ 1,000.00
Welcome Week - Inflatable Obstacle Course	\$ 1,000.00

**\$ 6,000.00**

**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 – Included in program budgets.

**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.

Printing and photocopying supports marketing and programming efforts for Recreation & Wellness. We have increased online marketing and have made our nightly Intramural program paperless in order to save on the cost this has each year.

**TOTAL \$4000.00**

**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.

Office supplies go towards supporting daily office work and to restocking the resource room in the ARC for student programming needs.

TOTAL \$4750.00

**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 program 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.

We support the pool table and the ping pong table in UW1. Each year the tables need repair/replacement for various parts.

**Equipment Purchase/Rentals**

Pool Table Maintenance/Repair	\$	1,000.00
Ping Pong Table Maintenance/Repair	\$	500.00

TOTAL \$ 1,500.00

**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 – Included in professional development and program costs.

**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 – Included in professional development costs.

**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/>

Operations of R&W cover Health Promotion, Intramural Activities, Outdoor Wellness and ARC Programming, and maintenance of the Sports & Recreation Complex.

**Operations**

Facilities & Maintenance for Sports & Recreation Complex	\$ 23,000.00
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**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.

R&W other covers conference travel for professionals and students, in-services for student employees, professional development, certifications, individual association memberships, and a NIRSA institutional membership.

**Other**

Professional Development for AD of R&W	\$	1,500.00
Professional Development for PM of Health Promotion	\$	1,500.00
Professional Development for PM of IMs & Facilities	\$	1,500.00
Professional Development for PM of Outdoor Wellness	\$	1,500.00
In-Services/Certifications/Memberships	\$	3,000.00
NIRSA Institutional Membership	\$	1,000.00

TOTAL \$ 10,000.00

**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.

\$ 329,653.00

**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.

