

SAF Annual Proposal Form for the 2015- 2016 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 24, 2014 until 5:00pm on January 14th, 2015. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2015 to 2016 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 6, 2015 and February 13, 2015. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentlife/safc/safbylaws>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 3, 2015. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. 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.

SUBMITTED BY
Alison Greenwood
agreenwood@uwb.edu
Jan 14, 2015, 01:40PM PST

SAF Annual Proposal Form

[Required] Proposing Group Recreation & Wellness Operations

(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)

[Required] Department/Organization Recreation & Wellness Department within Student Affairs

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person Alison Greenwood

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Contact Email agreenwood@uwb.edu

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.

[Required] Contact Phone 425-352-5266

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.

[Required] Faculty/Staff Member Alison Greenwood

Please discuss your request with a staff or faculty member (i.e. Student Life Staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual.

[Required] Faculty/Staff Member Email agreenwood@uwb.edu

Please provide the email of the faculty or staff member you discussed your request with.

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

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>

We are seeking funding for operation dollars to efficiently and effectively run the entire Recreation & Wellness department: Intramurals, Outdoor Adventures, Health Promotion/HEROs, Fitness Classes, Fitness Center, Sports and Recreation Complex, Bystander Intervention, Student Health 101, and more. This year, Recreation & Wellness is inspired by the motto of "how to get smart with the money SAF has awarded us in past years." What that means is we are not necessarily asking for new areas (each year SAF has awarded us new areas: HEROs approved 4 cycles ago, OWLs approved in last year's cycle), but instead we are interested in excelling in and creating exceptional programs in our current areas. In order for Recreation & Wellness to do this, we must add additional professional staff positions and operation dollars that would support all of our areas. For the past 3-4 years, only 2 professional staff have been managing the department of Recreation & Wellness, with the addition of two part-time positions for the 2014-15 year. In our budget sheet, you will notice new additions for these positions and areas with the coming of the Activities and Recreation Center (ARC). Recreation & Wellness will be moving in and managing the lower level. Below you will find Recreation & Wellness Operations' "top ten" list of areas we work with, this is not inclusive of everything: 1. Health Educators Reaching Out (HEROs) – 6 students – Currently SAF Funded HEROs fill a vital leadership role through work as peer health educators. Educators develop facilitation, leadership, program planning and communication skills while serving the campus community and inspiring students to make positive health choices. 2. Outdoor Wellness Leaders (OWLs) – 3 students – Currently SAF Funded OWLs fill a vital leadership on campus. Leaders develop, market, co-lead, and facilitate day and overnight outdoor adventures, such as kayaking, rock climbing, hiking, camping, etc. Leaders will receive significant training on wilderness skills, risk management, and environmental practices in order to reduce risks while in the field. All Outdoor Leaders will be trained in CPR/AED, First Aid, and Wilderness First Aid. 3. Intramural Activities – 10 students – Currently SAF Funded Intramural Activities Staff are responsible for helping to plan Intramural programs, supervising activities, facilities, officiating, enforcing policies and playing rules in order to maintain an appropriate level of control, fairness, and safety, and creating a warm and welcoming environment. 4. Student Health 101 Campus Rep – 1 student – Currently SAF Funded Campus Rep is responsible for promoting the health promotion magazine. Student Health 101 is a fully integrated wellness communication system. The magazine seeks to create valuable content for students that are distributed in an active way throughout the year to the campus. 5. Fitness Supervisors (Fit Sups) – 3 students – Currently SAF Funded Fitness Supervisors are responsible for helping to plan fitness programs, fitness classes, managing fitness facilities and marketing programs to students. 6. Group Fitness Instructors – approx. 4 students – Funded by ARC Group Fitness Instructors are responsible for leading fitness classes at the ARC fitness center. These classes can range from yoga to Zumba. Instructors must be able to give counts, cues and organize choreography. National fitness certifications are required (ACE, AFAA, Zumba or equivalent). 7. Fitness Attendants – approx. 16 students – Funded by ARC Fitness Attendants ensure smooth and efficient operations of the ARC Fitness Center. While working, responsibility for the center and the wellbeing of the participants is of the utmost importance. 8. Facilitating required workshops for all first-year and transfer students at Orientation: Do Something: Bystander Intervention, Happy Hour with the HEROs, and Field Day. 9. Management, reservations and services for the Sports and Recreation Complex, Husky Hall Fitness Center and the Lower Level of the ARC. 10. Creation and management of Extramural Program and tournaments competing against schools in the Seattle area. Please reference "Additional Info" for our connection to the 21st Century Initiatives.

[Required] Need for this Program/Service

In 200 words or less, please do the following:

-Describe the need for this program or service.

-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.

You will notice in our narrative above that we have highlighted the student positions that work for Recreation & Wellness. In 2014-15 we employed 25 students, and we anticipate having approximately 43 student employment opportunities available for the 2015-16 year. In order for Recreation & Wellness to meet the diverse needs and interests of the UW Bothell community, we must provide programs and facilities that are current, inclusive, and exceptional in quality. In order to meet those needs, we need a more robust Operations team to support our students and manage our facilities.

The Recreation and Wellness Program allows students to attend to all five areas of their physical, emotional, spiritual, social, and intellectual needs without ever leaving UW Bothell. 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").

[Required] 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 strive to address issues from a holistic and inclusive approach. Because Recreation & Wellness is focused on excelling and developing the areas we currently have ("how to get smart with the money SAF has awarded us in past years") one of our major goals is increasing participation amongst students who never thought the services of Recreation & Wellness were for them. Some examples of this: passing out healthy relationship packs that are inclusive of all types of relationships, offering discounted or scholarship opportunities on outdoor adventures, which can oftentimes be cost-prohibitive. We will continue to assess and create systems and programs that address all student needs, not just those already interested in Recreation & Wellness.

Additionally, as highlighted above, we continue to grow our number of student employment opportunities within Recreation & Wellness, growing from 25 student positions in 2014-15 to approximately 43 positions in 2015-16.

[Required] 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 track how the event/program/service went? How would you track how successful it was and what you could change in the future?

In 2014-15 Recreation & Wellness became its own department within the Division of Student Affairs. This allowed the Recreation & Wellness Operations team (made up of 2 professional staff at the time) to strategically plan the direction of the department based on student needs and interest. We have been able to establish a strong foundation for the department and have created a mission and vision statement, as well as values of our program. In the "Additional" section below you will find these documents, and they can also be found at www.uwb.edu/recwell. Recreation & Wellness will now begin to assess our programs and services by ensuring everything we do and support connects back to our mission, vision, and values. We will do this by gathering both qualitative and quantitative data from our participants, as well as gathering data on how to increase participation in programs from students who have not utilized Recreation & Wellness' services yet.

Additional Information

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

1. Research shows that college is the time in which many life habits are formed, such as eating behaviors and fitness routines. The Recreation & Wellness department ensures that UW Bothell students graduate with knowledge in and tools to maintain stress/anxiety, nutrition/diet, school/work balance, and fitness. Additional research: 2014 National College Health Assessment (NCHA) reported approximately 43% of college students experience more than average stress. According to the Anxiety Depression Association of America (ADAA) regular exercise is a healthy strategy to reduce stress and promote positive energy. All of our areas help address this major health issue.

2. Recreation & Wellness is focused on creating holistic and inclusive approaches to well being (this looks different for every individual). Achieving individual wellness means more than just feeling good or being in shape, it means that students are thinking about physical, emotional, spiritual, intellectual, and social components central to how individuals approach life. Recreation & Wellness ensures we are working with students to support their academic careers by building relationship, programs, and services for success.

3. One of the new requests that you will find in our budget sheet is the need for a Program Manager for Outdoor Adventures, which is inclusive of managing the gear shop and advising the OWLs. According to a January 9th, 2014 report from NPR, in Washington state alone, there are over 199,000 outdoor education jobs. In addition, it was reported that the outdoor education industry brings in millions of dollars to the WA state economy. Finally, the report said that on average the WA state resident spends an average of 56 days a year outside doing outdoor recreation activities, such as camping and hiking. There is obviously a huge need in the state of WA for outdoor adventures, and UW Bothell should be no exception. Currently, the Outdoor Adventure program and the OWLs are very limited by specific wilderness certification needed to lead trips in the outdoors. Similarly, the OWLs have a very limited budget when it comes to contracting with those 199,000 outdoor positions already in existence. Recreation & Wellness needs to hire one professional staff with knowledge, specific wilderness certifications (swift water, Wilderness First Responder, avalanche, etc.), and expertise on risk management, gear maintenance, and the ability to recruit students into programs that never thought the outdoors were for them. This person will also focus on researching how the UW Bothell Outdoor Adventure program can bring in additional revenue with the services it offers. If this position were to be funded, the Outdoor Adventure program can prepare to grow significantly in the next few years.

4. Our Mission

Supporting the Division of Student Affairs, the Department of Recreation and Wellness is committed to making a positive difference in the well-being of the UW Bothell community by promoting healthy, active and sustainable lifestyle choices.

Vision

Recreation and Wellness will meet the diverse needs and interests of the UW Bothell community by providing programs and facilities that are current, inclusive and exceptional in quality. By creating opportunities that educate about good health, Recreation and Wellness will inspire individuals to pursue an enhanced quality of life.

Values

Community**

We help build community by connecting students who participate in our programs, as well as collaborating with campus constituents.

Education

We are committed to educating and inspiring individuals to develop life-long patterns of positive behavior, regardless of ability or experience.

Risk Management

We provide guidance and encourage students to develop skills to prevent health risks.

Teamwork

We encourage students to exhibit and develop character through mutual respect, effective communication and spirit of the game.

Sustainability**

We seek to develop sustainable practices for our facilities and programs and promote healthy maintainable life-style choices.

Fun

We foster an environment in which it is fun to participate, learn and grow.

Wellness/Health Promotion

We educate and encourage overall wellbeing for our students, focusing on physical, intellectual, spiritual, sexual and social health.

5. 21st Century Initiatives: Growth, Resourcefulness, Diversity, Student-Centered, Community, and Innovation.

Every one of the 21st Century Initiatives connects to the entire department of Recreation & Wellness. You will notice in #4 that much of Recreation & Wellness' Mission, Vision, and Values apply back to the larger University's vision and initiatives. In fact, we use two of the exact words that the 21st Century Initiatives uses (**Community and Sustainability). First and foremost, though, the entire department of Recreation & Wellness (inclusive of HEROs, OWLs, Sports Field fee, Intramural Activities, Student Health 101 Marketing & Promotion, ARC, and Fitness) moves forward with all programs and services that are Student-Centered. Because we are fully funded by SAF, everything we do, goes back to the UW student population to serve and meet needs. As a department we have been extremely Innovative with the programs we have been able to establish. We have been innovative by strategically Growing approximately one area a year. Our first growth came with the HEROs, then with Intramural Activities and the Sports Field fee and Sports & Recreation Complex, then with Fitness, and most recently (last year) SAF funded two of our newest areas of growth: OWLs and Student Health 101 Rep. It is now time for Recreation & Wellness to excel and grow robust in each of our already established areas. We need to do this by hiring additional professional staff to support our students. Finally, every one of our programming groups (OWLs, Student Health 101 Rep, HEROs, Intramural Activities, and Fitness) are required to research and develop Educational learning outcomes and goals for each program. We want to ensure that when students leave our events and programs, they are better informed on how to make "healthy" choices that are right for their personal well-being. Students show up to Recreation & Wellness programs for fun, and leave having learned skills and gained tools that will better support their overall success at UW Bothell and beyond.

Salary/Wages

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

Total: \$141,838.32

Assistant Director \$55,008.00

PM - Health Promotion/HEROs .75 (3875/month) \$34,875

PM - Outdoor Adventures (3520/month) \$46,500

4% merit hold: \$5,455.32

Benefits

Total: \$48,225.03

Benefits for all salaries: \$46,370.22

4% Merit hold: \$1854.81

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box. If you included salaries/wages in the above field, you must calculate the applicable benefits.

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. If your request includes security and you would like an estimate, please contact UWB Security at 425-352-5359.

Total: \$8000

Programming & Promotions \$5,000.00

Welcome Week Programming \$2,000.00

End of Year Awards/Recognition \$1,000.00

Facilities Rentals/Set-Ups Included in Programming

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.

Printing & Photocopying

Describe the funds you are requesting in detail below.

Please put the total dollar amount of printing/photocopying in the bottom of this box.

Total: \$8000

Inclusive of OWLs, HEROs, Fitness, Sports and Recreation Complex, Intramural Activities, Student Health 101, and Operations

Office Supplies

Describe the funds you are requesting in detail below.

Please put the total dollar amount of office supplies in the bottom of this box.

Total: \$15,000

Inclusive of OWLs, HEROs, Fitness, Sports and Recreation Complex, Intramural Activities, Student Health 101, and Operations

Food/Refreshments N/A

Describe the funds you are requesting in detail below.

Please put the total dollar amount of food/refreshments in the bottom of this box.

Please review the food policy/food form for the University policies before submitting your request at the following link:

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Equipment Rentals/Purchase N/A

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.

Transportation N/A

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 put total dollar amount of transportation in the bottom of this box.

Meals and Lodging for Travel N/A

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 the 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.

Telecommunications

Describe the funds you are requesting in detail below.

Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).

Please put the total dollar amount of telecommunications in the bottom of this box.

Total: \$1500

Inclusive of OWLs, HEROs, Fitness, Sports and Recreation Complex, Intramural Activities, Student Health 101, and Operations

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.

Total Request: \$200,941.60
Conference/Continuing Education \$7,500.00 - 5 Pro staff at \$1500/each
New Staff Computers - 2 - PM Outdoor and Field \$3,000.00
Motor Pool costs/travel \$500.00
UW1 Pool Table Maintenance \$600.00
Sports Clubs \$ 6,000.00
Cable Bill for Husky Fitness Center \$ 6,600.00
Maintenance for Husky Hall Fitness Center \$ 5,000.00

ARC Fitness Teachers \$ 15,000.00
ARC Fitness Teacher Benefits 16.5% \$ 2,475.00
ARC Fitness Programming \$ 4,000.00
ARC Fitness Supplies \$ 6,000.00
ARC Certs & Trainings \$ 2,338.00
ARC-LL Front Desk Additional \$ 100,910.00 (1 position already accounted for, need to open building with a min of 2 front desk staff, this # includes benefits)
ARC Wellbeats yearly subscription \$ 2,580.00
ARC Uniforms \$ 2,000.00
ARC LL Student Training 23x13.5x2x40 \$ 24,840.00
ARC Training Benefits 16.5% \$ 4,098.60
Conference/Continuing Education \$ 7,500.00 (5 students @ \$1500)

[Required] Total Amount Requested \$423,504.95

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error. Round your final total up to the nearest dollar.

[Required] Terms and Conditions I Agree

-I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/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 6, 2015 and Friday, February 13, 2015. Someone from my group will be available to attend a brief hearing scheduled during that time frame.