

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)-219-6616

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>

We, the Associated Students of the University of Washington Bothell, are the official representative voice for all students within the University. We exist to empower our student body through: serving as a liaison between the students and faculty, staff, alumni, and administration; and diligently Serving with integrity, honor, and enthusiasm while always aware of our University's proud tradition of academic excellence. Since its creation in 2005, ASUWB has grown from a total of a body of five officer positions, to a current total of 16 officers. The University of Washington Bothell has grown to over 5,000 students. The effect of these numbers tasks ASUWB with representing a rapidly increasing student body. Each year, ASUWB officers are required to fulfill an increased amount of

responsibilities including, but not limited to; participating in more university committees; advocating for more student concerns, issues, and needs; communicating with faculty, staff, and administration; and disseminating information on student opportunities (i.e. Scholarships, events, workshops, job openings, leadership development, official university news, and pertinent city, county, state and federal legislation). Each member of ASUWB is responsible for managing programs such as Holly the Husky, Student Supply Tables, Student Academic Enhancement Fund, Campus Food Trucks, Student of the Month Awards, Washington Students Association Membership, Student Discount Program, as well as a multitude of events and other programs. Student government officers are required to attend every meeting of the board, hold weekly office hours, and develop relationships with student organizations while constantly upholding a high level of professionalism. As the campus community continues to grow, each officer has a consistently increasing responsibility to best represent their constituents. We have established and are striving toward an ambitious set of goals for our team to ensure we continue to serve students in a professional and effective manner. In order to achieve our goals, we have created a series of objectives to strengthen the power of the student voice by advocating for its presence in University decisions. We are committed to strengthening our connection with students by making our organization more accessible, transparent, and approachable. We actively participate in student discussions to listen, and ensure that our goals and objectives align with the needs of the student body. Additionally, we strongly advocate for access and affordability to higher education by fighting for college affordability, capital investment, community well being, civic engagement, campus diversity, veteran services, and transportation.

It is the mission of the Student Diversity Council (SDC) at the University of Washington Bothell to be the official student voice on issues of diversity and equity. This council will serve as an intake body for issues that arise on equity and diversity as well as a pipeline for information from various entities on campus that pertain to diversity. This body seeks to increase access to information around decision making around diversity and equity as well as a space for students to receive support and advocacy when facing challenges regarding diversity. The SDC will also be the recommending and advising body to the campus community on issues of diversity and equity from the student perspective. The SDC at the University of Washington Bothell will research, discuss, and draft statements detailing what we believe will best serve marginalized students on campus. We, the Student Diversity Council at the University of Washington Bothell, will center the experiences of the marginalized communities here on campus. We seek to empower and actively advocate for these communities and ensure that they are given the proper platform to have their voices heard and to advocate for resources. The SDC embodies the values of UW Bothell's 21st century initiatives. SDC was created by students for student and is grounded in its commitment to social justice and diversity. This body will help to build institutional sustainability through its advocacy, transparency, and accountability to the students.

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 Associated Students of the University of Washington Bothell are elected by the students to serve the entire student body. ASUWB is an essential entity of the University of Washington Bothell. In our current capacity, we serve as the sole governing body, to communicate students' needs to administration, faculty, and staff. Examples of how we have successfully used our SAF funding include: Surveying students to allow transparency between administration and students, developing the food truck program, and providing the Student Academic Enhancement Fund to give students the opportunity to attend academic conferences. We do not receive alternative sources of financial support. ASUWB also has been directing work towards a student initiative that has been voiced for some time now, we have directed one of our main goal towards the Diversity Center. This has been done through sitting on meetings for the temporary space as well as starting discussions for the long term project of the permanent Diversity Center.

For over 5 years now student labor around the Diversity Center and diversity in general has gone unpaid. Students have taken on the job of pushing forward the initiative on top of balancing school, work, extracurricular activities, and personal responsibilities. This has rendered the work to become inconsistent and only capable of being done when students are able to add something else to their plate.

The paid positions of the SDC will ensure that students will be able to continue on the movement for the permanent Diversity Center and creating an equitable campus without having to sacrifice their valuable time. The four funded positions will be responsible for attending campus committees, holding office hours, hosting town halls, and drafting statements when issues of equity and diversity arise. The positions will also have the task of holding weekly public meetings for the student body to come and be updated on the progress of the university as well as learning about issues students are facing. The SDC will also have unpaid positions in a form of internship to assist the executive council in order to continue on the legacy of student organizing and the movement for a permanent Diversity Center. This program will create learning and leadership opportunities to students who are vest in Social justice and institutional accountability.

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 year our new requests include:

1. Salaries for Student Diversity Council (SDC) co-chairs, treasurer, and public relations positions. These positions will... [insert brief justification for the positions, and the need to pay these officers] The Student Diversity Council has not been previously been funded.

2. Salary for an Olympia intern who will... [insert brief justification for the intern]
3. Promotional and printing costs to support our new UWB Leaders program that will [insert brief justification for the UWB leaders program]
4. Increase in Senators pay rate.

Salary for an Olympia intern who will function as a liaison between the director of government relations to execute annual UW Bothell's Legislative Agenda in conjunction with WSA efforts. At \$1,000 a month, this stipend will support the needs of the intern for 5mos during session as they live full time in Olympia under the WSA Legislative Liaison program, which provides structured leadership and training, at no additional cost, in support of a state wide student-coordinated lobbying effort.

UWB is the only public institution not providing a full-time legislative liaison. The director of government relations position is greatly harmed in having to assume part-time advocacy. The intern will lobby on behalf of Bothell students as the DGR interprets campus need and creates legislative strategy. In 14-16 session biennium, a tuition reduction bill of %15-20 was passed thanks in major part to Washington Student Association's program. This is a 10k a year program that we are already paying and under utilizing

Please see details of new allocation requests in our spreadsheet submittal.

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.

All UW Bothell students benefit from the services that ASUWB provides. As the student governing body, we make decisions and represent undergraduates and graduate students alike. Additionally, we work closely with UW Bothell alumni, faculty, staff and administration.

The benefits of the SDC include transparency and weekly access to information for the student body on what campus committees related to diversity are working on, what decisions are being made by administration in regards to diversity and the permanent diversity center, along with, Student input and shared governance of the temporary diversity center. The SDC will also play a role as an intake body for ASUWB about student issues and increased mentorship for advocacy work. Based on past involvement, an estimated of 200 students will benefit from the Student Diversity Council. Other individuals that will benefit will be administrators, staff, and faculty because the SDC will provide a unique space for the general student population to connect and work with them.

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 Associated Students of the University of Washington Bothell plans to survey or use alternate mediums to review the success of our programs and services. With this information, we are able to review and format our programs/services if necessary and see if ASUWB is being efficient with our outreach.

The SDC will have various points of oversight, it will have the oversight of the ASUWB as well as its own advisors. There will be weekly intake forms for students to fill out that will track the level of involvement SDC is garnering. The SDC officers will have check in meetings with Executive Directors of ASUWB to assess the work and output of the council. Student feedback forms would be available at every weekly meeting as a measure of accountability to the students.

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.)

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).

STIPENDS:

President: $19.5 \text{ hours/week} * 48 \text{ weeks/year} * \$19.10/\text{hour} = 17,878$

Vice President: $19.5 \text{ hours/week} * 48 \text{ weeks/year} * \$18.03/\text{hour} = \$16,877$

Directors: $19.5 \text{ hours/week} * \$16.05/\text{hour} * 48 \text{ weeks/year} = \$13,680 * 5 \text{ Directors} = \$75,114$

Soph/Jr/Sr Senators: $10 \text{ hours/week} * \$16.05/\text{hour} * 40 \text{ weeks/year} = \$6,000 * 6 \text{ senators} = \$38,520$

Frosh/ Grad senators: $10 \text{ hours/week} * \$16.05/\text{hour} * 28 \text{ weeks/year} = \$4,200 * 3 \text{ senators} = \$13,482$

Olympia intern: $17 \text{ hours/week} * 20 \text{ weeks/year} * \$15/\text{hour} = \$5,100$

HOURLY:

Holly the husky: $85 \text{ hours/year} * \$15/\text{hour} = \$1,275$

<p>Elections committee chair: total = \$3,000 Breakdown below</p> <ul style="list-style-type: none"> • Fall: 8hours/week * 10weeks* \$15/hour= \$1200 • Winter: 8hours/week * 5weeks * \$15/hour= \$600 • Spring: 8hours/week * 10weeks * \$15/hour= \$1200 <p>SDC Co-chair: 10 hours/week * 40weeks/year *\$15/hour = \$6,000</p> <p>SDC co-chair: 10 hours/week * 40weeks/year *\$15/hour = \$6,000</p> <p>SDC Treasurer: 5 hours/week * 40weeks/year *\$15/hour= \$3,000</p> <p>SDC Public Relations: 5 hours/week * 40weeks/year *\$15/hour= \$3000</p> <p>TOTAL SALARIES (see spread sheet for benefits): \$189246</p>

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.

<ul style="list-style-type: none"> • ASUWB elections: \$3000 • Husky Huddles/Town halls: \$1000 • SAEF presentation/Spring signature: \$500 <p>Total: \$4500</p>

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.

Marketing: \$800/quarter *3quarter= \$2400 Printing and photocopying: \$5500 UWB leaders printing and photocopying: \$1,000 Total: \$8900
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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.

Campus Supply tables: \$700 ASUWB general office supplies: \$300 Total: \$1000
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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.

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.

- Board of Regents Meeting (a) UW Seattle: \$30/trips * 1 trip/month * 11 months = \$330
- Tri-Campus Meeting: \$50/trip * 2 trips = \$100
- Meeting with Central Administration (a) UW Seattle: (average) \$30/trip * 4 trips = \$120
- PAC's: \$30/trip * 50trips = \$1,500
- Olympia: (average) \$55/trip * 10trips/year * 2 vans = \$1,100
- WSA ground transportation \$100/trip * 1 trip/month 12 months- \$1,200

Total\$4,350

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.

- Conference Registration: \$509/person * 13 people =S 6617
- Per Diem: \$50/day * 4days * 13 people = \$2600
- Flights: \$575/person * 13 people = \$7475
- Baggage: \$25/person * 13 people * 2 trip = \$650
- Hotel: \$230/room * 6rooms * 5nights = \$6,900

Total: \$24,242

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.

<https://itconnect.uw.edu/service/campus-telephone-services/>

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.

- Rainy Day: \$ 15000*Rainy Day fund is a combination of \$7,000 for unforeseen costs and \$8000 for potential WSA membership and training at \$1.50/student * 5000FTE
 - Promotional: \$1,000/quarter * 3quarters = \$3,000
 - SAEF (Student Academic Enhancement Fund): \$25,000
 - Holly supplies/maintenance: 3,500
 - ASUWB training = \$3,000
This cost covers the ASUWB training for Fall, Winter and Spring quarters.

Total: \$49,500

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.

\$316,244

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.