

## Q15. Proposing Group Information

Q1. Proposing group name (examples: Career Services, Student Diversity Center)

Student Engagement & Activities - Club Council

Q2. Department/Organization (examples: Student Engagement and Activities, Student Affairs, Academic Affairs)

Student Engagement & Activities (SEA)

Q3. 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.

Michelin, Club Council Treasurer; Carla Christensen, Assistant Director of SEA

Q4. 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.

uwclub3@uw.edu; carla24@uw.edu

Q5. Budget owner

- Before submitting, you must discuss and receive approval on your request from a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) who will agree to be the budget owner and responsible for managing this allocation. Include the name and title (i.e. John Smith, Club Adviser) of that individual below. **IMPORTANT:** Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes, and have approval from their supervisor.
- If you are a registered student club, you may email the Student Engagement and Activities Director and Assistant Director, Sam Al-Khoury at sea2@uw.edu and Carla Christensen at carla24@uw.edu as a resource for your request by December 29, 2020.

Carla Christensen, Assistant Director of SEA; Sam Al-Khoury, Director of SEA

Q6. Budget owner email

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

## Q14. Proposal Information

### Q7. Executive Summary

- Please provide a concise overview of the program, activity, or service for which you seek funding. This summary should explain what you're requesting funding for. (1600 character limit, approx. 250 words or less)

Club Council (CC) is a student organization within SEA composed of 6 passionate and dedicated student leaders committed to serving clubs and building community at UW Bothell. We connect individual students to involvement opportunities, including event participation and club membership. We also provide club members opportunities, resources, and support necessary for leadership development, organizational management, and skill development outside of the classroom. We are responsible for administering the recognition, funding, and operation for all student clubs at UWB. CC is requesting funding for administrative and programming expenses on behalf of these clubs. This proposal includes: • CC salary for 6 student leaders who guide officers and members of clubs to achieve their clubs' vision, mission, and goals; • Programming funding for student clubs to host successful events, including a separate line for "uncapped" programming in which CC can support clubs' large scale, innovative programs that do not align with our standard programming model; SAF asked us to create this opportunity two years ago in place of their contingency cycle, and we request to continue it • Student Staff Development to enhance the student's development of skills directly related to the job. In addition to the training coordinated by Student Engagement & Activities, CC believes that there are unique skills affiliated with our role, and we would like to have additional opportunities throughout the year to bring in specialists for CC specific training

### Q8. Need for Program

- Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community, i.e., what student opportunities would be absent without funding. This section should explain why you're requesting funding. (1600 character limit, approx. 250 words or less)

In our virtual environment, clubs continue to be a vibrant and integral element for students to build community and establish connections with each other and the university. Academic advisors, professors, and incoming and continuing students share that the greatest loss in this virtual environment is the opportunity to chat and share a common experience. Our clubs create those experiences with their peers. Fall quarter they have been hosting meetings, events, and engaging students on different platforms which have kept us united and connected. All together 29 clubs hosted a combined total of 84 events. Examples include Latinx Student Union's Dia de Los Muertos, Physics and Astronomy Club's Virtual Tour of the Palomar Observatory, and Women in Business's ongoing #EmpowerHour series. Through this, clubs needed support, visibility, community, and unity. CC provides them with these through officer training, Instagram Live sessions in which clubs share upcoming opportunities for students, and a Club Community Event in which club officers discuss common challenges and work to discover solutions. Next quarter, we will launch Club Member Spotlight on Instagram, a collaborative club event, and ongoing developed resources like our Buzzfeed quiz we released at the start of winter quarter. All of these further enhance the overarching club experience. We know that clubs will continue to create and innovate in the upcoming year. We look forward to how they adapt once we can be on-campus again. We do know that they will continue to need support which CC will provide.

### Q9. Is this a new request?

(Partial means that one or more-line items of the submission is new but not necessarily the program or submission itself. Select No if the request is not new but was previously submitted under a different name; i.e., Student Assistants have a title change to Student Associates.)

- Yes
- No
- Partial

### Q10. What on your request is new or has changed?

### Q11. Strategic Plan

- How would you like to see this program grow/change/adapt, and what role does funding play into this vision? Please describe some key goals you are hoping to accomplish, now and in the future. (1000 character limit, approx. 150 words or less)

CC foresees the following needs arising in the next five years: • Quantity of clubs will continue to increase; • Scope and complexity of club events increase; • How to transition back to in person events; • Changes in a post-COVID world; • Adoption, integration, and utilization of Presence CC is, and will continue to be, sought out for the organizational consultation we can provide regarding club space reservations, event planning expertise, club renewal support, and a connector to departments and resources on campus. Additionally, we know in a post-COVID world, there will be changes to processes and policies that will impact how clubs operationalize on campus. CC, as the first point of contact for clubs and their officers, must stay informed so they can optimize their support of clubs. Our funds are for staff, common resources clubs need, and the funding clubs need to create experiences for their peers.

### Q12. Assessment

- Estimate how many currently enrolled students will likely benefit from your proposed service or program. If you have previous statistics from past programs, please feel free to include for comparison.
- What is the impact of your program and how do you measure the affects?
- If a new program, describe how you plan to assess the proposed service/program. Describe any metrics or operational targets your unit uses to assess its financial and operational health.
- (Supporting documents or materials are not required but may be presented in the hearing if desired.)

(1600 character limit, approx. 250 words or less)

• Current number of clubs: 36\* \*clubs are recognized on a rolling basis and will increase throughout the rest of the academic year • Clubs recognized at end of spring 2020: 60\*\* \*\*going remote impeded club activity and recognition • Current number of officers trained: 102 • Scope of club reach and thereby CC impact: 300+ directly affiliated with clubs • 1 CC member supporting 8 - 11 clubs, each with minimally 5 officers We do not have allocated and spending metrics from this year due to the virtual environment. Clubs are still trying to figure out ways to optimize their events. But, in 2018-19 CC awarded all of our funding to clubs. In 2019-20, we were on track to award all of our funding, until we transitioned to a remote environment. We anticipate that when we are able to be in person again, clubs will want to celebrate and be even more creative in the means in which they program and use funding. CC conducts surveys through Qualtrics and assesses events planned by CC. When we fully launch Presence, we will have a separate form for ongoing feedback. This link will also be shared in the CC Business Meetings. Clubs also track attendance at their events and provide assessment forms back to CC. CC continually asks clubs how they are doing and what CC can do to assist with any club processes. We build strong relationships with clubs through offering support, being transparent, and proactively seeking input on process improvement. We are also willing to meet with clubs one on one or as a group to listen to feedback and recommendations.

### Q13. Funding Categories

For these responses, please do not show the math on this proposal. Use the excel sheet for the actual math. Instead, in these sections, tell SAF about the category funding needed and provide the 'why' for the request. There is no character amount but you are asked to be concise in your response.

### Q16. Salary Positions

Please briefly describe the positions you are requesting funding for. If there are differences or distinctions in positions, please explain what they are and do.

The Chair is expected to work 19.5 hours a week while school is in session, with additional hours during summer. CC Members are expected to work 16 hours a week while school is in session, with additional hours during summer training. (See details in spreadsheet) In addition to the following breakdown, each CC member supports 10 - 15 clubs each (50 - 75 clubs total) for event planning, the funding request process, marketing, etc. CC member position breakdown: Chair – the Chair supports CC members with their daily operations and delegates duties, oversees general CC members' interaction with clubs, and is in charge of facilitating all meetings, coordinating with the adviser, updating processes and reviewing CC overall to better operations Secretary – responsible for maintaining all correspondence with clubs via email, phone, or written document; note taking and keeping minutes at all meetings Treasurer – tracks all budget related items related to CC and club events; maintain overall financial wellness of the CC budget to ensure that we are in our spending limits Recognition Coordinator – tracks all clubs and the process to get officially recognized by CC and UW Bothell; Lead planner for the end of year club recognition banquet Marketing Coordinator – maintains social media and website pages; takes photos at events, coordinates graphic design submissions, and publicize club news; produce CC monthly newsletter which compiles the resources and upcoming club events Training & Resource Coordinator – develop and coordinate all trainings for clubs including Club Officer Orientation and Funding Training; develop training material, such as videos and infographics, that will further explain UWB policies and procedures Total Requested: 88,589

Q17.

Programming/Events

- Please briefly describe the program(s) you are requesting funding for. This also includes needs relating to security, honorarium, hospitality, and contracts, etc. Specify what programs are virtual.

CC is requesting \$72,000 to support clubs with their events and programs, and a separate programming line of \$28,000 to support uncapped funding for club programs. This is identical to what SAF awarded CC for 2019-2020, and 2020-2021. Current Funding Model (2020 - 21) - Anticipating using the same model for 2021 -22 Funding Awarded from SAF for Programming (\$100,000) • Operations: \$9,000 • On-Campus Event Programming ◦ Fall Quarter: \$10,000 ◦ Winter Quarter: \$15,000 ◦ Spring Quarter: \$20,000 • Uncapped On-Campus Event Programming: \$28,000 • Promotional Items: \$8,000 ◦ maximum \$600 per club • Apparel: \$10,000 Club Funding Model Breakdown: The Club Funding Model is the guide established by CC for ensuring that SAF funds are used for the greatest impact on the student body. It ensures that the focus of club funds remain on campus with accessible programs that create a high impact on the general student body. Based on 2021-22 SAF award, CC will establish their Funding Model for next academic year. CC proposes a finalized model at the end of the academic year as informed by student feedback in surveys and quarterly club surveys, data from previous years, and identified emerging needs from students. See below for further details regarding the categories (The CC Funding Model can be provided upon request.): On-campus Programming: This portion includes speaker fees, entertainment, supplies, decorations, and food integral to the event per UWB Fiscal and Audit Services policy, and other necessary expenses for club programs. Generally capped at \$2000 per club, per event Operations: This includes resources for daily operation (ex. Club printing, general supplies, button maker supplies, etc.) and CC organized programs for the greater benefit of clubs. (ex. Activity Fairs, Club Recognition Banquet, training expenses, etc.) to ensure clubs and CC can operate smoothly Promotional Items: Clubs can request funds for branded items such as pens or banners. Promo items build brand recognition, community within a club, and provide a way to encourage engagement in their club Apparel: Clubs can request funds for apparel items (i.e. shirts, sweaters). Apparel items have to be available to all club members; cannot be personalized; may not be sold for profit Uncapped On-Campus Event: This fund allows clubs on campus to hold events that may exceed the CC programming cap. This type of funding is limited to one per club per academic year and must benefit a wide range of UWB students. An example of this is ACM's annual Hackathon We hold weekly meetings where representatives of recognized student clubs present a funding request to support their on-campus programs and events, club promotional items, or apparel items. All funding requests are reviewed according to SAF's bylaws, especially Section 5 Guidelines for Funding, Section 6 General Criteria for Evaluation Funding Requests, and SAF's funding principles. CC also evaluates these requests keeping in mind university and department policies, as well as the Club Funding Model. Total Requested: \$100,000

Q18.

Facilities & Equipment Rentals/Set-Up/Purchases

- If you require facilities or equipment rentals/set-ups/purchases, please indicate that need here.

This is included in the "Programming/Events" category.

Q19.

Printing & Photocopying

- Note printing and photocopying expenses

This is included in the "Programming/Events" category.

Q20.

Office Supplies

- Note office supply expenses

This is included in the "Programming/Events" category.

### Q23. Food and Refreshment

(note what and how much or often is for training and/or programming)

- Please indicate why food is necessary in your proposal. If you are requesting food for multiple/different programs, please indicate how much or how often you'll be providing food at the given programs (i.e., three staff trainings and four large scale unique events).
- Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this link: <https://www.uwb.edu/finance/food-approvals>
- Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy. Please ensure that you are in compliance with applicable health and safety and per diem rates for meals. The per diem rates are available at the following link: <http://finance.uw.edu/travel/meals#perdiem>

This is included in the "Programming/Events" category.

### Q25. Transportation and Travel

- Describe the type of travel you are requesting (i.e in-state/out of state, local travel, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel.
- Note: Include professional development related travel in the professional development category.

This is included in the "Programming/Events" category.

### Q26.

#### Professional Development

(note items that are for certification, note if required for position)

- Please describe the professional development opportunity. Please indicate the number of students, staff participating. Indicate if a professional development opportunity will result in a certification, and whether this certification is required for a job. This should include all costs associated with registration, air or ground travel, per diem, etc.
- Please ensure that you are in compliance with applicable per diem rates for meals and lodging. The rates are available at the following link: <http://www.gsa.gov/portal/content/104877>
- Note: Student travel arrangements are made through the University.

In 2019-2020, CC was awarded \$2,500 for "Professional Development." For the 2020-2021 fiscal year, CC is requesting \$2,500 to attend webinars, and/or bring in a local specialist to train on conflict resolution, leadership development, creating inclusive team environments, enhancing peer-to-peer training and facilitation, multicultural competency development, and/or increasing customer service understanding. These are all skills that CC members use on a daily basis. Total Requested: \$2,500

Q28.

Promotional Items

- Are you requesting funds for promotional items?
- Please note that promotional items are limited to a total value of \$800; see SAF bylaw 5.A.5 for more details: <https://www.uwb.edu/studentaffairs/safc/safbylaws>

This is included in the "Programming/Events" category.

Q29. Operations

- Please describe operational items. This includes telecommunications, business cards, computer purchases, equipment, new hire packages, digital resources, etc.
- Phone lines should be calculated at \$10 per line per month

This is included in the "Programming/Events" category.

Q30. Uniforms

- If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

This is included in the "Programming/Events" category.

Q31. Other

- Are you requesting funds for any items that don't fall into the previous categories? Indicate them here.

This is included in the "Programming/Events" category.

Q32.

Total Amount (please note the total dollar value)

- Please list your total amount requested, please make sure all line items are on the spreadsheet. This total amount should match the total from the spreadsheet.

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Q33.

Your application is not complete without a completed spreadsheet and may not be considered by the committee. All funding category line items and their dollar amount/cost should be listed in the spreadsheet.

Please download the

spreadsheet template at <https://www.uwb.edu/studentaffairs/safc/annual>. Complete the spreadsheet, save it with your proposal name and EMAIL to [safuwb@gmail.com](mailto:safuwb@gmail.com) by 5pm on January 7, 2020.

**Location Data**