Q15. **Proposing Group Information**

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

Student Engagement & Activities - Operations

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

Student Engagement & Activities

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.

Sam Al-Khoury

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.

sea2@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.

Sam Al-Khoury, Emily Christian

Q6. Budget owner email
- Please provide the email of the faculty or staff member you discussed your request with.

sea2@uw.edu; emilyc24@uw.edu

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)

In Student Engagement & Activities (SEA), we create environments for students to be extraordinary. Through their involvement in our programs, students are prepared to engage in their communities and contribute to social change. We provide a variety of campus experiences, leadership opportunities, and co-curricular learning that foster a sense of connectedness and community, which both directly impact retention and overall student success (Kuh, 2010; Tinto, 2012). SEA is funded by SAF and supports programs and events created by, with, and for students. Specifically, we are the campus department that directs advising, supervision, and administrative support to many other groups submitting SAF requests including Campus Events Board, Student Media, the Social Justice Organizers, Club Council and the 80+ campus clubs anticipated next year, as well as ASUWB. The support these professional staff members provide to these programs and student leaders results in resources, experiences, trainings, advising, and events for all students . Examples include dialogues rooted in social justice, the Welcome Week ARC Carnival, family-friendly Spooktacular, open mic nights, leadership programs, large campus-wide events like SpringFest as well as other student-initiated programs for student organizations, student clubs, and students broadly. References Kuh, G. D. (2010). Student success in college: creating conditions that matter. San Francisco, Calif. : Chichester: Jossey-Bass. Tinto, V. (2012). Completing college: Rethinking institutional action. Chicago: The University of Chicago Press.

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)

Student Engagement & Activities (SEA) oversees and supports numerous SAF funded student groups and initiatives and managed nearly $1 million in SAF allocations during FY21. With the mentorship from 6 professional staff and the engagement from more than 30 student staff, we implement more than 400 programs and events with combined attendance of more than 20,000 students annually. We are also responsible for the clubs program on campus, which supports 80+ clubs anticipated this year. These involvement opportunities and organizations would not exist without SEA and are highly valued by students. We gathered student testimonials about the importance and impact of SEA's work. A few resounding themes emerged. Our department is a place that builds community; is another home away from home; offers an outside the classroom experience that is fun and stress-free; provides leadership experiences, networking, building impactful relationships; is a source for personal support, and is VITAL for our campus. A few select quotes are below: ● "UWB is a commuter campus. SEA provides experiences that create the university experience. It establishes community and a sense of home." ● "SEA creates opportunities for students to gather and change UWB's reputation away from a 'commuter campus.'" ● "SEA has made it possible for me to critically reflect and think about the social issues impacting our community." ● "SEA creates a wholesome and inclusive environment which lends itself to a healthy lifestyle through balance. 'Cause fun, is fun."

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?

This question was not displayed to the respondent.

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)

For the next 3 years we expect our SAF requests to be stable except for predictable wage growth which will need to be funded in order to maintain our staff. Though the complexity of club events and student needs continues to increase, our staffing level is enough to keep pace with these emerging needs. In this hopefully stable period, we'll still develop high-impact, accessible programs to meet student needs. The shift to remote learning has forced us to develop new online resources for students. We will expand such resources for students so that even when we return to campus, we continue to meet the needs of all of our students. However, in approximately 3 years, we do expect a need to shift our engagement model to support the newly built Husky Village housing complex. With 1000 students living on campus 24/7, we will need to offer additional late night and weekend programming for these students. Robust support for these students means additional programming and staffing dollars.

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)

In a typical year, we implement more than 400 programs and events with combined attendance of more than 20,000 students annually. We assess the impact of our work on both our student leaders and student body through both quantitative methods (pre/post surveys, number of attendees, etc.) and qualitative methods (reflection, focus groups, social media outreach, survey open response). We are particularly interested in evaluating student learning related to topics connected to our mission like equity and social justice, collaboration, workplace environment and skills, and engagement. During the pandemic, we have also led campus conversations on virtual student engagement so that we can develop tools to better serve students while we are in remote learning. We have shared these best practices with others on campus. We have used assessment data to inform our budget recalibration over the last several years, which is why we have such streamlined budgets and improved financial health now. These streamlined budgets are more sustainable given the current budget environment that SAF faces. We have done difficult work in evaluating the impact of our SAF funding and - despite the large growth in the minimum wage in recent years - have been able to cut nearly half a million dollars from our total requests over the last six years.

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 staff wages on this budget request includes 5 professional staff (1 assistant director, 4 program managers, and 2% merit increases) and 3 student project assistants. Each professional staff member within the department has advising and program development responsibilities as well as administrative and supervision responsibilities. Each staff member supervises 4-9 student employees (in the organizations that also apply for SAF funding like Campus Events Board, Club Council, Social Justice Organizers, UWave, Clamor, Husky Herald, and ASUWB Student Government), but also advises 20+ clubs and as many as 100 club officers, in addition to departmental responsibilities like fiscal processing, assessment, professional development, program development, training development, university committees, and more. Staff also focus on managing risk in student events and programs to protect both students and the university itself. The student project assistants provide administrative support to all professional staff and other student leaders and clubs in SEA. Their tasks include research, social media, printing support, supply and equipment maintenance and ordering, and organizing the Involvement & Leadership Office. In the pandemic, they have provided extensive website content support, closed captioning work, and additional research for potential virtual engagement opportunities for students. Total: $424,234

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.

> The events/programming budget covers currently offered and anticipated leadership programs, SEA events, and potential partnerships. This includes campus co-sponsorships, tabling, faculty partnerships, Student Activities and Resource Fairs, Leadership Programs, MLK Jr. Day of Service partnership, recognitions & awards, Welcome Week Programming, LGBTQIA+ programming, etc. We request this budget be inclusive of food integral to events per UWB Food Policy, security, rentals, and other costs associated with hosting events. Total: $10,000

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. Total: $0

Q19.
Printing & Photocopying
- Note printing and photocopying expenses

> We use printing primarily for procurement card reconciliation, other purchasing work, event promotion, communication about the Involvement & Leadership Office, signage, research for initiatives, and other administrative work. Total: $1,500

Q20.
Office Supplies
- Note office supply expenses

> Office supplies costs include business cards, name tags, supply replenishment for the Involvement & Leadership Office, equipment replacement and maintenance. SEA staff will continue to operationalize the plotter and provide support and maintenance for it, though we will no longer purchase the supplies for it as we have done in previous years, this will be funded by the Media, Marketing, and Graphic Designer request. Total: $6,200

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

> We request food be included with programming costs and/or training costs. Food will purchased very sparingly and only upon approval of university food forms and office regulations. Total: $0

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.

> Staff members often have required travel to meetings at UW Seattle, UW Tacoma and other local colleges and universities. This number is based on motor pool needs for travel to off-site events, meetings, programs, etc. Additionally, this includes ground travel to sites for programs such as student trainings, etc. Total: $500

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.

> Professional development dollars allow staff to stay involved with the leading associations for the advancement of the student affairs profession. Involvement in national associations and conferences provides high-quality professional development, strong policy advocacy, and substantive research to inform practice. These opportunities help staff meet the diverse needs of our students. As student affairs administrators, attendance at these conferences and other professional development opportunities will provide opportunities to enhance personal knowledge of best practices, research, law, policy and social justice approaches to bring back to the university. These conferences are often different from travel/training conferences with students (often funded differently as advisors are required to attend for follow up and student support) as they are geared toward high-level learning, networking and research for working professionals. Staff members are required to gain supervisor approval for relevance and learning associated with attending and/or presenting for national/regional conferences. Professional development also contributes to staff retention and job engagement, an area that is critical for successful operations for students. Total: $7,500

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

> Consistent with UW Procurement policy and recommendations, we are committed to using minority and women-owned businesses as vendors for promotional items. These vendors are approved by UW and provide reasonable and competitive pricing, though they may not be as cheap as other vendors that are not registered with the university or minority/women-owned. However, consistent with the ethical practices and values of UW, we will continue to work with these local businesses for promotional items. Total: $800

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

> As we have in the past, we are requesting business cards as included in office supplies line item above. We anticipate no operations needs that aren't accounted for in other line items. Total: $0

Q30. Uniforms
■   If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

> Total: $0

Q31. Other
■   Are you requesting funds for any items that don't fall into the previous categories? Indicate them here.

> We are requesting training funding for all SEA student staff in fall, winter, spring. Similar to FY20, we are collapsing all of the individual organizations' share of departmental training costs into the overall SEA budget. Previously, CEB, SJOs, Club Council, Project Assistants, and Student Media paid for these costs out of their own training or programming budgets. We are reallocating those costs to a single budget for greater transparency and easier fiscal processing - previously we had to split charges for meals or transportation (for example) 5 or 6 ways which was cumbersome for our fiscal staff. A few of our organizations will still request a training budget though it will be greatly reduced from their past requests. That training will serve the specific content area development needs of their own organization only, which enables them to better serve their own target audience even more effectively. For example, student media may need training on freedom of speech, freedom of the press, and ethics in journalism that is critical for their work, but is not relevant for our other students. The training provided to SEA students is provided by either the Master's-level professional staff in SEA or by outside professional trainers. Fall training lasts for 3 weeks each September. This 80-100 hour training enables these 23+ students to effectively deliver identity-based dialogues in pursuit of social justice, community-building events, meaningful platforms for communication, timely access to resources, and support the varied and complex needs of student clubs. This extensive training includes a few community-building and networking lunches, supplies, and an off-site camp/retreat where we can do a deeper dive into specific content that is difficult to do on campus, totalling $6300. We will also sponsor single-day trainings in winter and spring to maintain student leaders' skill levels, which typically include outside facilitators, some supplies, and meals for attendees for a combined $2000. This amounts to less than $17 per person per day of training. Total: $8300

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.

> Total: $459,034

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 by 5pm on

January 7, 2020.

Location Data