

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.

425-352-3851

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>

This request is to fund Student Engagement & Activities' student diversity and social justice programs, including two student programming groups, Social Justice Organizers and Intercultural Coordinators, and their associated events, programs, supplies, and travel needs. We are responsible for developing and implemented over 65 unique student-driven events each academic year, which represent nearly 3,600 direct student interactions. As UW Bothell is the most ethnically diverse campus in the state of Washington and one of the most diverse universities in the nation, students are clearly demanding identity-related programs on our campus, and diversity and social justice are core values of our university. SEA is committed to creating an inclusive campus climate and culture

that celebrates diversity, promotes equity, and enriches student life. Our staff works at the intersection of social justice and leadership development to offer robust programming for long-term impact. This request to help underwrite such programming aligns directly with the 21st Century Campus Initiatives of diversity: “to enhance campus commitment to diversity and inclusiveness” and student centered-word: “to enhance student services to support academic success and enrich student life.”

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.

Student Engagement and Activities is committed to student leadership and responsive to all students’ needs. Studies show that student-centered diversity programs directly contribute to enhanced recruitment, retention, and satisfaction of historically underrepresented student groups on university campuses, as well as improving campus climate for the entire community. These kinds of programs and services are especially crucial at UW Bothell considering the diverse makeup of our student population. Student feedback consistently demonstrates that the work of SEA enhances the student experience on our campus, contributing to a safer, more inclusive, and welcoming campus culture for all. Our staff consistently “meet students where they’re at” – honoring the many experiences and talents of our diverse student population. We take a student-led approach to social justice programming with students directing events that help their peers better understand themselves and each other, and create a welcoming environment of inclusion, allyship, and community. Students have expressed a strong need for more diversity programming and student-centered spaces at UW Bothell. Our programs have a proven track record for cultivating leadership on campus and providing space and mentorship to students of all backgrounds, identities, and levels of engagement on campus.

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, this request has been funded the past two years by SAF. The only new allocation request here is a \$1 per hour raise for one of the Social Justice Organizers to hold a chair position. Please note that

we have adjusted our student salary request down after spending 74% of our student salary allocation in FY16, and are asking for 776 less student hours this year. Because of the \$15 per hour wage all year and the \$1 per hour raise for a new SJO chair, this results in a \$3,000 decrease in our salary/benefits request line from last year. Overall, our SAF request this year is \$8,775 less than request last year.

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.

In 2015-2016, SEA social justice programs represented nearly 3,800 student interactions. Throughout the year we held 61 unique events, which included a full week of Islamic Awareness Week programs; a celebration of Indigenous Peoples' Day; a new LGBTQIA+ advocacy workshop series, Allyship is an Action; monthly lunchtime "Dine-n-Dialogues" series on critical, relevant topics; and various film screenings, performances, and trainings. Passive contact through educational displays during this same time led to an additional 3,000 points of contact. The IDEA Project space itself also serves as the meeting and event location for many student groups including: Gender Equity Club, Latinx Student Union, Pride Alliance, and Student Veterans Association. We anticipate that SEA social justice programs in 2015-2016 will total at least 5,000, and we work directly with students, faculty, and staff across campus to improve the student experience for all students. Again, studies show that student-centered diversity programs directly contribute to enhanced recruitment, retention, and satisfaction of historically underrepresented student groups on university campuses, as well as improving campus climate for the entire community. These kinds of programs and services are especially crucial at UW Bothell considering the diverse makeup of our student population.

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?

We are committed to offering student-centered and student-led programming and embed assessment into all of our programs to best determine student needs. In addition to compiling ongoing quantitative data (number of attendees, number of participants, etc.), we gather qualitative

data in the form of pre- and post-evaluations for programs to determine if and how learning outcomes have been met, as well as yearlong goal-setting and personal inventory for student staff. Student staff develop learning outcomes for all programs, which is measured through surveys in various formats. As our programs grow, we intentionally implement more and varied formalized assessment methods.

Our programming utilizes cutting-edge approaches to social justice education. Our staff stays current on best practices in the field by participating in numerous conferences, workshops, and professional development opportunities. Additionally, we are privileged to work closely with the University of Washington Bothell's School of Educational Studies – a national leader in critical education theory and teaching for social justice – and leverage their expertise when developing programs and engaging stakeholders. Finally, as we have increased our services to and advocate with undocumented students, we have needed to educate ourselves on complicated immigration policies. We have subsequently become unofficial campus experts on policies that affect undocumented students – and more generally on how best to serve students of diverse backgrounds. SEA is committed to broadening this knowledge in the field and regularly presents our findings at “train the trainer” workshops and conferences on campus and beyond. As one UWB instructor remarked in our assessment data, “At the risk of repeating myself, I am so thankful for the training last month which allowed me to respond far more substantively and (I hope) helpfully [to a student] than I would otherwise have been able to do.”

Additionally, our work on IDEA Project was recently recognized by the American College Personnel Association, which awarded us the 2016 Voices of Inclusion Medallion for Exemplary Programs. This evaluation from an external international organization demonstrates the outstanding nature of our work on student programs that foster a welcoming and inclusive campus environment for all.

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).

Social Justice Organizer Chair position: (1 student x 19.5 hrs per week x 48 weeks x \$16 per hour + 17.9% benefits) = \$17,657.00

Social Justice Organizers: (4 students x 16 hrs per week x 42 weeks x \$15 per hour + 17.9% benefits) = \$47,537.00

Intercultural Coordinators (4 students x 14 hrs per week x 41 weeks x \$15 per hour + 17.9% benefits): \$40,605.00

Total salary/wages: \$105,799.00

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.

This is a lump sum for all Social Justice Organizer and Intercultural Coordinator programs and events across four academic quarters, as well as annual diversity and social justice events such Global Student Welcome and Intercultural Night. Programming funds may be used for any and all of the following: facility and technology rentals; cultural performers' honoraria and travel; general office supplies; printing supplies for posters and training curriculum, etc.; marketing and promotional materials; and any other costs related to program planning and execution.

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.

Included in programming estimates above.

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.

Included in programming estimates above.

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.

Included in programming estimates above.

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.

Included in programming estimates above.

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.

Included in programming estimates above.

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.

Included in programming estimates above.

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.

Total meals and lodging: \$0

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/>

Included in programming estimates above.

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.

\$2,000: Student staff training costs, fall and mid-year

\$9,000: Social Justice Organizers and advisor travel to nationally-leading social justice conference inclusive of per diem, airfare, hotel, registration and fees (6 x \$1200 per person)

\$7,500: Intercultural Coordinators and advisor travel to national conference (5 x \$1500 per person)

Total Other: \$18,500

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.

\$155,299.00

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.