

Results for SAF Annual Proposal Form for the 2019-2020 Academic Year (By Participant)

Results for: ID# 18483905		Submission date: 1/16/2019 9:07 AM
		Total time: 14 minutes
Question	Response	
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Student Facilities Advisory Committee (SFAC)	
<p><i>Question:</i> Department/Organization (i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)</p>	Activities & Recreation Center	
<p><i>Question:</i> 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.</p>	Emily Christian	
<p><i>Question:</i> 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.</p>	emilyc24@uw.edu	
<p><i>Question:</i> 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.</p>	425.352.3628	
<p><i>Question:</i> 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. 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.</p>	Emily Christian	
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	emilyc24@uw.edu	
<p><i>Question:</i> Executive Summary of Your Proposal (500 word limit) Please provide a concise overview of the program, activity, or service for which you seek funding.</p>	<p>The Activity & Recreation Center (ARC), which opened in Fall 2015, is highly utilized by students on campus. During the design and construction phase of the current ARC, a number of unmet needs were identified. We are looking into the possibility of expanding the ARC, calling this project ARC Phase II. In order for this to happen, we would need to conduct an initial feasibility study (schematic design and cost estimates) for Phase II of the ARC.</p> <p>In last year's cycle, funds were allocated out of Long Term Fund Balance for the start of the ARC Phase II project and conversations are starting with campus partners, as we</p>	

	begin the feasibility/planning process. This request is to ensure that we are able to continue this process into next fiscal year.
<p><i>Question:</i> Need for this Program/Service (500 word limit) Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community? * If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative)</p>	The student population on campus has grown faster than new space has grown. We need to increase resources for students to keep up with this growth. Currently, there is need for additional event and activity space. As of right now students are using the ARC top floor as study and meeting space, but need more space due to the increase of events and programming held on the top floor of the ARC. Student clubs are growing (now over 80+ and growing every day), both in size and number of clubs, and need additional (and larger) meeting spaces.
<p><i>Question:</i> New Request or Previously Funded (500 word limit) 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. If this is a one time funding request, please note that in the description.</p>	SAF allocated money for 17-18 and 18-19 out of long term funds.
<p><i>Question:</i> Strategic Plan/5 Year Goals (500 word limit) Please describe your strategic plan or description of your key strategic goals over the next five years.</p>	Construction at UWB/CC takes many years and the feasibility study is the first part of any construction project. Currently SFAC Advisory is completing the pilot survey to go out to students this winter/spring which will determine next steps in the a survey of the entire student body and then we will engage an outside vendor to run the full feasibility study. This is a multi-year project.
<p><i>Question:</i> Program Benefit Estimate number of students that will benefit from your proposed program/service (500 word limit). * 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.</p>	The ARC and its services are open to all fee-paying (10,000+) Cascadia and UW Bothell students. Our busiest days are Monday-Thursday, where we saw 1,000+ daily total headcount (total of all hourly headcounts) or higher when events/activities are happening. Last year, the ARC hosted over 115 medium and large scale events, providing a venue for a wide-range of student events and activities.
<p><i>Question:</i> Financial and Operational Health (500 word limit) How do you plan to assess the program or service? Please describe any metrics or operational targets your unit uses to assess its financial and operational health? Describe the metrics, the metric targets and actuals of metrics. (E.g. student- student employee ratios, student-to-staff ratios, in-process measures).</p>	As was done for the first phase of the ARC, SFAC plans to survey or use alternative mediums (town halls, focus groups, etc.) to review student satisfaction and needs, which will shape the direction of ARC Phase II. In addition, current data collection (daily usage headcounts, attendance counts, fitness center usage, etc.) will also be used.
<p><i>Question:</i> Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.</p>	We're requesting matching funds as what was allocated in last year's budget cycle, from SAF's Long Term Fund Balance, for a total of \$300,000 over these two fiscal years. What we spend this year can be subtracted from next year's allocation. For example, if we spend \$50,000 this year, we would only need access to \$250,000 next year. Put another way: we're requesting to have

	access next year to the funds that aren't spent this year.
<p><i>Question:</i> 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).</p>	<i>No response</i>
<p><i>Question:</i> 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.</p>	<i>No response</i>
<p><i>Question:</i> Facilities & Equipment Rentals/Set-Ups/Purchase Describe the funds you are requesting in detail below. If you require facilities or equipment rentals/set-ups/purchase, 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 and equipment in the bottom of this box and on the spreadsheet.</p>	<i>No response</i>
<p><i>Question:</i> 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.</p>	<i>No response</i>
<p><i>Question:</i> 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.</p>	<i>No response</i>
<p><i>Question:</i> Food/Refreshments Describe the funds you are requesting in detail. Please indicate why food is necessary in your proposal. 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 per diem rates for meals. The per diem rates are available at the following link: http://finance.uw.edu/travel/meals#perdiem Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.</p>	<i>No response</i>
<p><i>Question:</i> Transportation and Travel Describe the funds you are requesting in detail below for business travel (indicate 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. Please put total dollar amount of transportation and travel in the bottom of this box and on the spreadsheet.</p>	<i>No response</i>
<p><i>Question:</i> Professional Development Describe the funds you are requesting in detail below. Please indicate</p>	<i>No response</i>

<p>number of students, staff, and the dollar amount. This should include all costs associated with registration, air or ground travel, meals, lodging, per diem, etc. 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/content/104877 Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put the total dollar amount of professional development in the bottom of this box and on the spreadsheet.</p>	<i>No response</i>
<p><i>Question:</i> 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/</p>	<i>No response</i>
<p><i>Question:</i> 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 and on the spreadsheet.</p>	<p>Requesting \$300,000 to support the identification and confirmation of program, initial schematic design, and cost estimating for ARC Phase II. Acceptable student fee levels and participation of Cascadia College will be explored during this phase.</p> <p>Total: \$300,000* *As noted in Question 14, what is spent this year can be deducted from next year's allocation.</p>
<p><i>Question:</i> 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.</p>	300000
<p><i>Question:</i> 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 late applications will not be accepted, except at the discretion of the Committee, and completed applications include a narrative as well as a spreadsheet. 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. * I understand that hearings will be held between 8:30am and 11:30am, tentatively scheduled for Friday, February 1, 2018 and Friday, February 8, 2018. Someone from my group will be available to attend a brief hearing scheduled during that time frame.</p>	I Agree