

Results for SAF Annual Proposal Form for the 2020-2021 Academic Year (By Participant)

Results for: ID# 19394571	
Submission date: 1/15/2020 3:42 PM	
Total time: 1 day, 4 hours, 11 minutes, 49 seconds	
Question	Response
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Student Affairs - Student Legal Services
<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>	Student Affairs
<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>	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>This proposal is for student legal consultation and direct retainer of UW Seattle attorneys at a reduced cost. Navigating legal questions and situations are some of the most stressful things a student can encounter. Having a resource available to support students and answer legal questions is a key piece of providing comprehensive services so students can remain in college and graduate. The Division of Student Affairs has partnered with Student Legal Services (SLS) at UW Seattle to expand legal services to UW Bothell students. The program has been piloted for the last year, and now we ask SAF to provide ongoing funding for this service to</p>

	<p>Bothell students. SLS at UW Seattle is 100% funded by SAF dollars and the pilot has demonstrated the need and use of this service by UW Bothell students. The pilot determined that a small financial investment, has a huge impact to students.</p>
<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>	<p>Under the new leadership of Rory O'Sullivan, Student Legal Services, reached out to UW Bothell to expand their services to provide legal support for students enrolled at Bothell. Because SLS is 100% funded by UW Seattle SAF fees, the Division of Student Affairs funded a temporary pilot of the services to see if this was a service UW Bothell students needed, wanted and would use. Given the below success, we now ask the UW Bothell SAF committee to fund this request.</p> <p>Since January of 2019, SLS has served 38 Bothell students.</p> <ul style="list-style-type: none"> - 14 immigration cases - 5 landlord/tenant cases - 4 criminal cases - 3 family law cases - Others included: traffic tickets, personal injury, employee rights, and estate planning <p>For the pilot in winter and spring 2019, Bothell students were allowed to consult with an SLS attorney at the Bothell campus. Given student feedback, starting summer 2019, the services were expanded to include meeting virtually or at the Seattle campus as well as the ability to retain (hire) a SLS attorney. This expansion of services allowed more than double the number of students to be served.</p>
<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>	<p>This is a new request for the SAF committee. The pilot for the service in the 2019 academic year was funded using temporary money by the Division of Student Affairs. Moving forward, this funding is not available and we ask SAF to continue this service for students.</p>
<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>	<p>Given the student use of legal services in the first year, we anticipate this program will continue to grow over the next five years. While this service is available for all enrolled students, it is hard to know when students will need to seek legal consultation or representation. Needing legal services is not something students anticipate or can plan for. Having this service available so that students can make use of it when they need it is invaluable and can not easily be quantified. However, as more students know the service is available, we can anticipate an increase in student use. We will partner with SLS to keep quantitative and qualitative data on student use and will adjust future budget requests accordingly.</p>
<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</p>	<p>In the first year of the service, there were 38 UW Bothell students served. This number is expected to increase</p>

<p>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>	<p>over time. We will continue to market the service widely to the campus community including making sure key faculty and staff know about the service and can refer students. Key staff include academic advisers, Student Affairs staff, HaWRC staff, Diversity Center, Counselors and others. Key student groups like ASUWB and clubs were also informed and will continue to partner with them. Until 2019, when students needed legal support, staff would have to refer them off campus to expensive private lawyers, this service expands the toolkit of services available for staff to refer students to.</p>
<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>	<p>SLS uses a database to keep track of all student contact. This includes tracking inquiries and the time spent working with each student. Lawyers, by profession, track their time in small increments, and the SLS department has the same ability. They will continue to provide aggregate reports about student engagement and use to the Division of Student Affairs annually. Personal information about the clients is considered attorney-client privilege and we will not request, nor will be given, specific student identifying information.</p>
<p><i>Question:</i> Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.</p>	<p>Thank you for considering this request to expand services to students.</p>
<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>	<p>Salaries and wages are proposed by the SLS attorneys Staff Attorney Time – 2 hours/week, 100 hours per year = \$5500 Provide program administration, Rule 9 law student supervision, direct representation, and direct service during school breaks</p> <p>Rule 9 Legal Students – 3 hours/week, 150 hours per year = \$4500 These are third year law students who are gaining practical experience under the supervision of licensed lawyers. They will provide the majority of consultations and ongoing representation during the school year</p> <p>Assistant – 1 hours/week, 50 hours per year = \$1000 Provides outreach and scheduling support for the legal team</p> <p>Total = \$11,000</p>
<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>	<p><i>No response</i></p>
<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.</p>	<p><i>No response</i></p>

<p>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>	
<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>	<p><i>No response</i></p>
<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>	<p>\$500 to support office supplies and contribute to cost of phone, copying, legal software</p>
<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>	<p><i>No response</i></p>
<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>	<p>\$400 for UCar transportation between campus for SLS staff to meet with Bothell students on campus</p>
<p><i>Question:</i> Professional Development Describe the funds you are requesting in detail below. Please indicate 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>	<p><i>No response</i></p>
<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>	<p><i>No response</i></p>
<p><i>Question:</i> Other Please include any other expenses that don't fall under any of the above categories in</p>	<p><i>No response</i></p>

detail. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

Question:

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. 11900

Question:

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, January 31, 2020 and Friday, February 7, 2020. Someone from my group will be available to attend a brief hearing scheduled during that time frame. I Agree

Questions or comments?
[Contact us](#) or email catalysthelp@uw.edu
