

SAF Annual Proposal Form for the 2015- 2016 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 24, 2014 until 5:00pm on January 14th, 2015. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2015 to 2016 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 6, 2015 and February 13, 2015. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentlife/safc/safbylaws>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 3, 2015. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. 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.

SUBMITTED BY
Andrea Ramirez
aramirez@uwb.edu
Jan 14, 2015, 02:28PM PST

SAF Annual Proposal Form

[Required] Proposing Group Student Engagement & Activities

(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)

[Required] Department/Organization Student Engagement & Activities

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person Andrea Ramirez

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Contact Email ramiandr@uw.edu

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.

[Required] Contact Phone Andrea Ramirez

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.

[Required] Faculty/Staff Member Andrea Ramirez

Please discuss your request with a staff or faculty member (i.e. Student Life Staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual.

[Required] Faculty/Staff Member Email ramiandr@uw.edu

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

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

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>

Student Engagement & Activities (SEA) creates distinctive and engaging co-curricular learning programs as a means to teach students citizenship, civic responsibility, and social justice, and to create connections to academic study, leadership development, and problem solving. SEA is funded by SAF and supports programs and events created by students, for students, and we provide opportunities with a wide variety of campus experiences that foster community and support SAF funded groups, Alternative Spring Break, ASUWB, Campus Events Board (CEB), Club Council, Clubs & Organizations, Diversity & Social Justice Initiatives, Facilitations & Trainings, Identity, Dialogue, Expression, Action (IDEA) Project, International Student Facilitators, MLK Jr. Day of Service, Orgsync, Professional Development Series, Reflection Room, Social Justice Organizers, Student Funding Groups, Universal Leadership Conference, Volunteer Programs & Opportunities, and other student programs. As UW Bothell continues to grow and serve a more diverse student population, it is critical for Student Engagement & Activities programming continues to offer a wide variety of programs to meet the ever-changing needs and desires of the student population. Student programming enriches and enhance the college experience for students by providing increased leadership, recreational, educational, and social opportunities.

[Required] Need for this Program/Service

In 200 words or less, please do the following:

-Describe the need for this program or service.

-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.

Professional Staff-

Assistant Director for Student Engagement & Activities, is a full-time professional employee that provides administrative and advising support for the Campus Events Board, Universal Leadership Conference, co-advises ASUWB Elections Committee, oversees student engagement inventory, oversees leadership programs, large scale events, as well as assists with the planning and production of other Student Engagement sponsored programs. Oversees professional staff inclusive of the Program Manager for Student Engagement & Activities supporting Clubs & Organizations/Volunteer partnership and Part-Time Program Assistant supporting the professional development series and ASUWB Elections Committee.

Assistant Director for Student Engagement & Activities, is a full-time professional employee that provides oversight to Social Justice direction, curriculum building, administrative and advising support for Social Justice Programs, Social Justice Organizers, International Student Facilitators, Cross Cultural Engagement Retreat, manages the Identity, Dialogue, Expression, Action (IDEA) Project, manages Reflection Room, and develops curriculum to facilitate social justice dialogues. Oversees development of social justice allyship facilitation inclusive of bystander education, safe space, intersections of identity, as well as assists with the planning and production of other Student Engagement sponsored programs. This position is important as we move to expand partnerships with faculty, and staff in attempt to meet the increased demand for support with critical dialogues and trainings.

Program Manager of Student Activities, (Clubs & Organizations) is a full-time professional employee that provides administrative and advising support to the Club Council, student clubs & organizations, Alternative Spring Break, MLK Jr. Day of Service, partners with ACT & CBLR, and Student Engagement sponsored programs. This program provides support to all SAF funded groups working with Club Council, Advisors, utilizes & supports OrgSync, and provides advising support for 60 plus student groups.

Program Manager of Student Activities, (Social Justice Facilitation) this is a full-time position reporting to the AD focusing on Social Justice programs to provide day to day support to meet the increase demand for resources, trainings, facilitations, classroom visits and program partnership. This staff member will directly advice and support the International Student Facilitators, co-advise Social Justice Organizers, support social justice spaces as needed, lead facilitation and dialogues as needed, present social justice trainings, allyship program, and facilitations. This position will help to allow the AD to fully develop critical facilitations such as safe space, undocumented student education, critical dialogues, bystander intervention, and much more. This allows the program to improve partnerships and education to better serve students.

SEA Part-Time Program Assistant (Leadership Programs) this position works with leadership programs throughout the year to support Student Engagement & Activities. This position creates training curriculum and materials for the Professional Development Series, leadership seminars and retreats, advises student groups, advises ASUWB Elections Committee, and sponsors additional Student Engagement & Activities programming. This position averages 19.5 hours per week.

Student Staff

- Student Project Assistants- Support the Student Engagement staff with programming, events, and day-to-day operations. As the role of Student Engagement has grown these students support class visits, tabling, office support, large event support Etiquette Dinner, Student training, Women in Leadership Recognition, MLK Jr. Day of Service, Intercultural Night, etc. They work closely with the entire student engagement program.
- Universal Leadership Conference (ULC) Chair- The Universal Leadership Conference (ULC) is a student-run conference that students a variety of opportunities to understand and reflect on the interconnectedness of service, social justice, and leadership. The goal of the Universal Leadership Conference is to help students understand and better themselves, their peers, and their community. The ULC chair recruits and manages student volunteers, supervises project teams and committees, manages the logistics of the event, and coordinates with the university and college departments to ensure successful implementation of the event.
- Student Summer Programmers support both SEA & Rec/Well summer programming and supporting the planning of welcome week, ARC grand opening events, and other special summer events (this position will help during a time that we have no students programming).

Other Operational Expenses

- Additional budget expenses covers overall departmental operations, staffing, professional development, programs and services. Our office has served a need to provide meaningful training, seminars, and other activities to help develop a sense of servant leadership for individual students and student groups. Additionally the SEA budget funds all leadership related programming, partnership and outreach events to current students.

[Required] 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.

Student Engagement & Activities has increased program offerings and services to help meet the needs and demands of our diverse student population. Our staff works with all SAF funding groups to support their requests in addition to supervising and advising a large number of student employees funded by SAF. There has been and overall increase of attendance to events and involvement in programs average over 6,000 attendees on an annual basis and continue to increase. All services and programs are open to the entire UW Bothell student body and we do a great deal of outreach and marketing to new populations wishing to participate in programs. All currently enrolled students have access to these services and programs.

[Required] 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 track how the event/program/service went? How would you track how successful it was and what you could change in the future?

We highly value assessment of the development of both our student leaders and those who attend or participate in our programs. In addition to numerical quantitative data (number of attendees, number of participants, etc.), we also gather qualitative data in the form of pre- and post-evaluations for student programs to determine if and how the learning outcomes have been met, as well as yearlong goal-setting and personal inventory for student staff. Additionally, staff members assess the progress of student leaders learning through regular meetings, reflection, academic follow up, and skills development. Annual reporting takes place in the form of event highlights, numbers, attendees, and goal achievement.

Additional Information

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

Our programs most directly address the following areas within the 21st century campus Initiative:

Growth: Serve the citizens of Washington by providing increased access to a premier university education.

(Understand and respond to projected demographic changes.) As our student population continues to grow and change, so does student demand for leadership, events, programming, social justice & diversity programs, etc. In order to diversify the campus, the campus must have programs that are welcoming and interesting to all students regardless of the race, ethnicity, gender, sexuality, income, and religious background. We also continue to grow programs based on student interest and needs for the campus and student body.

Resourcefulness: Build institutional sustainability through sound, creative use of financial and human resources.

(Address professional development and support to sustain human resources.) We strive to develop students, staff and faculty through providing trainings, facilitations and dialogues on a variety of topics. We support staff professional development, as it is critical our staff maintain a firm grasp on best practices and the changes that are taking place in the field of Student Affairs. In addition to the benefits students will receive from a better informed/experienced staff, professional development also leads to increased staff retention and increased job satisfaction.

Student-centered: Enhance student services to support academic success and enrich student life.

(Address student life issues (residence life, social and recreational opportunities.) SEA's mission and work is highly critical to accomplishing this priority. Studies indicate students involved in co-curricular opportunities associated with student programming are more likely to be satisfied with their educational experience and do better academically. This connection is critical to better support and connect first generation students, historically marginalized groups and those feeling isolated in their college experience.

Community: Deepen and broaden community engagement and research.

(Promote service- and community-based learning and research.) This is addressed through students getting hands on experience with program design and planning and leadership development. In addition SEA encourages activities that benefit the community through service projects such as MLK Jr. day of service, Alternative Spring Break, clothing drives, awareness campaigns, etc.

Diversity: Enhance campus commitment to diversity and inclusiveness.

(Support success for a student body of increasing diversity in ethnicity, race, gender, age, sexual orientation, social class and disability.) Our office works from the foundations of social justice by providing enriching opportunities to all students through programming, trainings, workshops, IDEA Project, social justice programs, clubs, and supporting student initiatives.

Innovation: Support signature strengths in interdisciplinary scholarship and innovative teaching.

(Support collaborative, interdisciplinary and cross-program initiatives.) SEA programming is just as much about the education of students as is faculty-led coursework. Our programs give students the hands on application of theory that many of them are learning in their coursework. In addition, students learn about leadership, program design and evaluation, and topics related to diversity, health and wellness, and citizenship and social responsibility.

Sustainability: Develop environmental and human sustainability as a signature initiative.

(Value the development of sustainable and healthy human communities.) Our department provides student training encouraging the development of events and programs that have minimal impact to the environment while promoting environmental practices. Examples of this are related to the products at events and using compostable and recyclable products, recycling equipment, supplies, paper, and creating programs that provide awareness of one's environmental impact.

Salary/Wages

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

Professional Staff Salaries

Assistant Director -SEA Leadership & Programming \$55,008.00 (current)
Assistant Director - SEA Social Justice & Inclusion \$55,008.00 (current/partial increase of funds)
Program Manager- Student Organizations & Volunteer \$46,500.00 (Current)
New Program Manager- Student Social Justice Programs \$46,500.00 (new request)
Part-Time Program Assistant for Leadership Programs \$16,500.00 (Current)
Merit Raise 4% increases ProStaff \$8,120.64

Student Wages

ULC Conference Chair \$6,000.00
Project Assistants \$36,504.00
Summer Programmers \$7,800.00

Benefits

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box. If you included salaries/wages in the above field, you must calculate the applicable benefits.

Professional Staff Benefits (34%) \$69,025.44
Part-Time PA Benefits (16.5%) \$2,772.50
Student Benefits (16.5%) \$8,300.16
Benefits Merit (4%) \$2,761.02

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. If your request includes security and you would like an estimate, please contact UWB Security at 425-352-5359.

The events/programming budget cover currently offered leadership and SEA programs and potential partnerships. Alternative Spring Break, campus co-sponsorships, tabling, faculty partnerships, Involvement fairs, Etiquette Dinner, Leadership Programs (PDS, Leadership Month, Women in Leadership Recognition, etc), MLK Jr. Day of Service partnership, Orientation Sessions, Recognitions & Awards, Universal Leadership Conference, Welcome Week Programming, Women in Leadership, etc. We request this budget be inclusive of food, security, rentals, and other costs associated with hosting events.

\$29,500.00

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.

This helps to cover the needs for large events, set-ups, special projects, moves, Mobius rentals, extra cleanings, etc.

\$5,000.00

Printing & Photocopying

We ask this be included in office supplies.

Describe the funds you are requesting in detail below.

Please put the total dollar amount of printing/photocopying in the bottom of this box.

Office Supplies

Describe the funds you are requesting in detail below.

Please put the total dollar amount of office supplies in the bottom of this box.

Marketing Items for Promotion \$5,500.00
Supplies/printing/Large plotter/Large Laminator \$15,000.00
Business Cards/ name tags \$1,300.00
Copier Charges \$3,000.00
Telecom \$1500.00

Food/Refreshments

Describe the funds you are requesting in detail below.

Please put the total dollar amount of food/refreshments in the bottom of this box.

Please review the food policy/food form for the University policies before submitting your request at the following link:

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

We request food be included with programming cost and used based on approval of university food forms and office regulations.

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.

We request this be included in programming dollars, as these are part of planning and implanting programs and events.

Computer for new staff member- \$2,500

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 put total dollar amount of transportation in the bottom of this box.

This number is based on motor pool needs for travel to off-site events, meetings, programs, etc. Staff members often have required travel to meetings at UW Seattle, UW Tacoma and local colleges and universities. Additionally, this includes ground travel to sites for programs such as Alternative Spring Break, Student Trainings, etc.

Professional Staff & student travel \$2,500.00

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 the 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.

This is inclusive of travel (such as flights) costs in addition to Meals & Lodging.

Funding for Leadership Conferences (students) \$1,500.00
Advisors ProStaff Development (shared among staff members \$1500 x6) \$9,000.00
Advisors to travel with student \$2,000.00

Professional development dollars allow for staff to stay informed with the leading associations for the advancement of health, and sustainability of the student affairs profession. Involvement in national associations and conference provides high-quality professional development, strong policy advocacy, and substantive research to inform practice, these opportunities helps staff meet the diverse needs and invests in realizing the potential of all its members under the guiding principles of integrity, innovation, inclusion, and inquiry. As a Student Affairs administrator the attendance 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 annual conference with students (often funded differently as advisor 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.

Telecommunications This is included in office supplies line.

Describe the funds you are requesting in detail below.
Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).
Please put the total dollar amount of telecommunications in the bottom of this box.

Other No answer submitted.

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.

[Required] Total Amount Requested \$439,099.76

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error.
Round your final total up to the nearest dollar.

[Required] Terms and Conditions I Agree

-I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/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 6, 2015 and Friday, February 13, 2015. Someone from my group will be available to attend a brief hearing scheduled during that time frame.