

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

| Results for: ID# 18487196 | |
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| Submission date: 1/17/2019 4:51 PM | |
| Total time: 3 hours, 42 minutes, 56 seconds | |
| Question | Response |
| <p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p> | Student Engagement & Activities - Club Council |
| <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 Engagement & Activities |
| <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> | Jenny Nguyen, Club Council Chair and Carla Christensen, Assistant Director for Student Engagement & Activities |
| <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> | uwclubs@uw.edu, carla24@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> | 206-919-3522; 425-352-5264 |
| <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> | Carla Christensen, Assistant Director for Student Engagement & Activity, Sam Al-Khoury, Directory for Student Engagement & Activity |
| <p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p> | carla24@uw.edu, sea2@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> | Club Council is a student organization, currently comprised of 5 students (a chair and four members) dedicated to governing, supporting, and administering the recognition, funding, and operation of all student clubs on campus. We are a group within Student Engagement & Activities, and we assist in their overall mission to create environments for students to be extraordinary. This is accomplished through the work our team does and the impact and support we provide for clubs, their events, and the students involved in both. |

Club Council is requesting funding for administrative and programming expenses on behalf of these clubs. This proposal includes:

- a) Club Council salary for 6 student leaders who guide officers and members of clubs to achieve their clubs' vision, mission, and goals;
- b) Programming funding for student clubs to host successful events;
- c) Student Staff Development is being requested to enhance the student's development of skills directly related to the job. In addition to the training coordinated by Student Engagement & Activities, Club Council believes that there are unique skills affiliated with our role, and we would like to have additional opportunities throughout the year to bring in specialists for Club Council specific training
- d) During the summer, the Division of Student Affairs will be shifting away from OrgSync to a different organization engagement platform. With this transition, we are asking for 2 club members to be available throughout the summer to support the increased administrative load this will create. We are also asking for an opportunity to either attend an offsite training (should one exist), or to bring a consultant to campus to help us implement the software into our technical infrastructure and introduce the system to our campus while minimizing disruption to student activities.

Club Council is dedicated to empowering students at UW Bothell by promoting, recognizing, and integrating diverse interests to build unity on campus. We strive to create a positive and inclusive environment by supporting clubs, connecting them to campus resources, and guiding them through university processes for club success.

Question:

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)

Club Council, in partnership with Student Engagement & Activities (SEA), connects individual students to involvement opportunities, including event participation and club membership. We also provide club members the opportunities, resources, and support necessary for leadership development, organizational management, and skill development outside of the classroom.

Being an organization within SEA, Club Council connects to SEA's mission in that we connect clubs to department on campus that allows them to achieve their purpose and mission. This allows them to "co-create collective learning experiences with their peers, which cultivates their agency" (SEA Mission Statement).

Involvement in a club is one of the most accessible and unique ways to become active in the UWB community. Clubs are an opportunity for every student, from first years to graduate students, to explore their individual

interests and craft their personal experience from the moment they arrive on campus. It also establishes a point of connection that often leads to retention and persistence through graduation (Tinto, 2012). Club Council is integral to clubs' success because we ensure their participants will find a profound and meaningful experience, both socially and educationally. Club Council works hard to promote getting involved on campus because of the rich experiences that can be gained from joining a club or student organization. Additionally, all of the clubs on campus are student-run and student-led, further enhancing their student experience. Studies show that students involved in co-curricular experiences are likely to be more satisfied with their educational experience, establish a sense of belonging within their campus community, and do better academically (Kuh, Kinzie, Schuh, & Whitt, 2005).

Through support services such as club registration, formal university recognition, ongoing officer training, one on one consultation for event planning, and coordination of university processes including fiscal forms and budgets, Club Council supports clubs in their daily operations. Additionally, clubs have a wide variety of events and programs that rely on financial support. These include speakers on campus, community conferences, cultural celebrations, and more educational or informative gatherings where students come together across a common interest. Major club events and programs, including Dia de los Muertos, Drag Brunch, and Heritage Night, would not be possible without funding from SAF and support from Club Council.

As our student population continues to grow and change, so does student demand for leadership opportunities, events & activities, and co-curricular experiences. Club Council serves these needs by providing recognition, training, and funding for clubs, as well continued support for club success. The club experience supported by Club Council grounds our student experience within the campus community to further enhance their sense of belonging at UWB.

Question:

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.

As detailed below, part of this request was funded last year, and part of this request contains new allocation asks.

2018-2019 Award:
 Staffing: (5 members total) \$64,062
 Programming Money: \$72,000
 Student Staff Development: \$3,500
 Engagement Platform Integration
 Staffing: Not requested nor funded
 Engagement Platform
 Training/Consultation: Not requested nor funded

2019-2020 Request:
 Staffing: (6 members total) \$84,418
 Programming Money: \$70,000
 (reduction)

Student Staff Development: \$2,500 (reduction)
 Engagement Platform Integration Staffing: \$3,095 (one time funding request)
 Engagement Platform Training/Consultation: \$5,000 (one time funding request)

Previously funded for 5 council members, Club Council is requesting 6 members for 2019-2020. This additional member, along with the increased hourly rate standard across the division, increases the overall salary/wages request (see Q14 for more details).

Club Council is reducing the overall ask for programming funds for 2019-2020 (\$70,000) from what was awarded in 2018-2019 year (\$72,000). Through review of this year's standard operations and overview of last year's operations, we have determined that we can reduce our operational expenses, while still supplying our clubs with access to the same level of club funding as the 2018-2019 Club Funding Model. (2018-2019 Funding Model can be found in Q16, Programming/Events)

In 2018-2019, Club Council was awarded \$3,500 for "Student Conference Attendance." For the 2019-2020 fiscal year, Club Council is requesting \$2,500 to be available to attend webinars, and/or bring in a local specialist to train on conflict resolution, leadership development, creating inclusive team environments, enhance their peer-to-peer training and facilitation, and/or increase customer service understanding.

Finally, in a new, one-time funding request, Club Council is asking for financial support to assist with the summer engagement platform transition. UWB has been notified that at the end of this academic year, OrgSync will be discontinued, and will need to transition to new software. There is a great deal of work attached to the implementation and training process of transitioning to and learning a new system. Club Council is requesting that we have two members at 20 hours per week, for four weeks in the summer to assist in the administrative load that will increase due to this transition. Additionally, depending on the new platform, there is opportunity to attend a training conference (we would request 2 students and 2 professional staff to attend). If conference attendance isn't feasible, we would like to provide an extended opportunity to have a consultant from the future platform come to campus to provide training and tips on integration at UWB.

Question:

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.

Club Council, as the first point of contact for clubs and their officers, must stay informed of university happenings, so that they can optimize their support of clubs. Clubs remain the

most significant area of growth within Student Engagement & Activities (SEA). As the number of registered clubs rise, the complexity and frequency of club events increases. Additionally, as UWB grows and potentially develops beyond a commuter campus, new and ever-changing policies are established that directly impact club activities. It is imperative Club Council keep up with this growth in numbers and changes in policies in an ability to plan for, respond to, and support students.

With all of the new initiatives our clubs are undertaking, they are seeking a point of contact and resource for support. Club Council is already beginning to see an increase in officers who are seeking resolution for space reservation issues, event planning consultation, club renewal support, and a bridge to other departments on campus. Within the next five years, we will be sought out for the organizational consultation that we can provide in addition to being the entity that processes budget requests. Officers are already beginning to connect with us for these services, and it will only continue to increase.

Additionally, in summer 2019, SEA along with the Division of Student Affairs will be shifting out of OrgSync to a new organization engagement platform. As a replacement to OrgSync, this new platform will coordinate all club activity, function as a record-keeping tool for audit purposes, and facilitate communication between Club Council and clubs. It will be a more user-friendly platform that will better meet our student needs.

However, a new platform creates a need for more efficient training for students. In addition to the extensive training club council will undertake to learn the software, they will receive an increase in questions from students at-large, an understandable result of the change.

With all of these ongoing and impending transitions and adjustments, Club Council will create a library of videos and documents that individuals can access online to help navigate different club processes. This will provide easy reference and usability for the new platform so that in five years it is smoothly integrated into the daily experience of a UWB student.

Finally, we will have a formalized fundraising policy in place that will support our clubs' initiatives, which they have been requesting for several years. This is not an encouragement of in-kind donations, but rather a means for clubs to acquire self-supporting funds that allow them to spend money beyond the parameters of the restrictions connected to university fees.

As club numbers continue to grow, the need for structure and support around them continues to increase, and Club

Council will need to grow and adjust to continue the high standard of support our clubs expect.

Question:

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.

Club Council has a great scope of reach for who they serve and is a great benefit to campus. Additionally, as the number of clubs on campus continue to grow, so does our reach. Please refer to the following:

Club Officers Trained: Autumn Quarter (AQ) FY18: 150; AQ FY19: 200 - 33% increase
 Registered Clubs: AQ FY16: 30; AQFY 17: 46; AQ FY18: 54; AQ FY19: 57 - 5.6% increase
 Brand New Clubs: FY18: 13 total; FY19: 19 currently (with two quarters remaining) - 46% increase
 Clubs Pending Registration: AQ FY17: 14; AQ FY18: 16; AQ FY19: 23 - 43.8% increase

The number of clubs and students involved in clubs continues to grow. The above information demonstrates the amount of growth from last year to this year. Club Council continues to work with officers so that they can provide more skillful, knowledgeable leadership to their members. The majority of our long-standing clubs have membership of around 50 to 100 students. Meaning we consistently have clubs with higher membership than can be accommodated in campus meeting rooms. This shows that club involvement is integral to the UWB student experience.

Funding for clubs not only impacts them, but the thousands of attendees who participate in club programs and events. Not only are our club numbers growing, but so is the scope of the events that they produce. This means that we are seeing growth in the number of students who attend club events as well.

Through these interactions and support, Club Council contributes to an on campus community that enriches the student experience. It is important that we have these funds to support clubs because of the direct impact they have in extending community, not only within their membership, but also to the broader network of students involved in clubs and their events.

Question:

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).

Current Metrics:
 - 5 student employees serving and training at least 200 trained club officers
 - 1 club council member supporting 15 clubs, each with minimally 5 officers (clubs should increase throughout the rest of the academic year); we would like to reduce this number to about 10 per member to provide a deeper level of one on one support and consultation
 - On average, the cost of a club program per attendee is \$20

Assessment Plan:
Club Council is intentional in continually gathering student feedback in formal and informal ways.

Formally, Club Council conduct surveys on OrgSync, tables in areas where students are, and assesses events planned by Club Council. At the end of every event held by Club Council, we solicit feedback from clubs regarding the event. We have a separate form on OrgSync for ongoing feedback, and through the Club Council Business Meeting Agenda, and response to every budget request, Club Council provides a link encouraging individuals to complete that survey. We also quantify through attendance how much exposure clubs received. For club events and programs, Club Council works with clubs to help them improve their events or programs. Additionally, we have clubs complete an event assessment form on OrgSync.

Informally, Club Council continually asks clubs how they are doing and what Club Council can do to assist with any club processes. We build strong relationships with clubs through offering support, being transparent, and proactively seeking input on process improvement.

Finally, this year Club Council is participating in a process improvement with UWB's Organizational Development Specialist, Sheri Willis, in which we are working with club members and professional staff connected to our work to conduct a "process improvement." Through this work, we should reduce the amount of time it takes to complete purchasing/procurement process as well as reduce errors in the processes. We will also enhance the lines of communication and transparency between clubs, Club Council, and professional staff. Our goal is to improve and streamline the setup and funding processes for clubs and improve the overall student and staff satisfaction of the club experience.

Question:

Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.

Since its inception in 2012, Club Council has functioned as a five member team. However, the number of clubs on campus continues to increase. Autumn quarter (AQ) is when we see the greatest volume of clubs begin or renew on campus. From AQ FY16 through AQ FY18 alone, we saw an 80% increase in the number of groups on campus. Since then, those numbers have continued to steadily increase (see following):

Registered Clubs: AQ FY16: 30; AQFY 17: 46; AQ FY18: 54; AQ FY19: 57

As we recruit a larger and more diverse student body, we are seeing an emergence of many more special interest clubs (e.g., Husky Aviation Club, Blockchain Society, Music and Creative Arts \$quad, etc.). This trend indicates that the overall number of clubs is going to continue to increase.

Fiscal Year 2017 was the first SAF budget proposal in which Club Council identified a need for an additional general member to total six students. As numbers continues to rise, it was requested again for FY 19. It's time that Club Council is appropriately staffed so that we can address the needs of our growing club population. At the end of 2017-2018, each Club Council general member was supporting on average 16 clubs in their 10 office hours (the remaining six hours are comprised of meetings). Using that same example, if we had five general members, their support would have been for about 12 - 13 clubs in that same time, meaning that the amount of direct support each group receives increases. Regardless, this is dramatically more responsibility than the average 5 clubs each member supported in FY16.

Furthermore, as previously mentioned, we are going to be shifting out of OrgSync into a new platform. This shift will result in increased needs for training and face to face consultations with students and club officers. Not only has it been time for this staffing change to occur, but by increasing our staff by one student, Club Council will increase the support provided to students and clubs on campus and broaden our ability to empower students at UW Bothell by promoting, recognizing, and integrating diverse interests resulting in greater unity on campus.

Works Cited throughout submission:
 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.

Question:

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).

The Chair is expected to work 19.5 hours a week while school is in session, with additional hours during summer training. Club Council Members are expected to work 16 hours a week while school is in session, with additional hours during summer training. Club Council Member Engagement Platform hours are expected to be 20 hours a week for 4 weeks. (See below details)

1 chair x 19.5 hrs/wk x 24 wks (7/1/19 - 12/31/19) x \$17/hr x 20.9% benefit load = \$9,619
 1 chair x 19.5 hrs/wk x 24 wks (1/1/20 - 6/30/20) x \$17.60/hr x 20.9% benefit load = \$9,958
 5 members x 16 hrs/wk x 17 wks (8/15/19 - 12/31/19) x \$16/hr x 20.9% benefit load = \$26,308
 5 members x 16 hrs/wk x 24 wks (1/1/20 - 6/30/20) x \$16.60/hr x 20.9% benefit load = \$38,533
 2 members x 20 hrs/wk x 4 wks (7/8/19 - 8/2/19) x \$16/hr x 20.9% benefit load = \$3,095
 Total Salary/Benefits for Club Council Chair for 2019-2020 = \$19,577

Total Salary/Benefits for Club Council members for 2019-2020 = \$64,841
 Total Salary/Benefits for Summer Engagement Platform Implementation for 2019-2020 = \$3,095
 Salary/Wages Grand Total = \$87,513

Club Council member position breakdown:

Chair – the Chair supports Club Council members with their daily operations and delegates duties, oversees general Club Council members' interaction with clubs, and is in charge of facilitating all meetings, coordinating with the adviser, updating processes and reviewing Club Council overall to better operations.

Secretary – responsible for maintaining all correspondence with clubs via email, phone, or written document; note taking and keeping minutes at all meetings

Treasurer – tracks all budget related items related to Club Council and club events; maintain overall financial wellness of the Club Council budget to ensure that we are in our spending limits

Recognition Coordinator– tracks all clubs and the process to get officially recognized by Club Council and UW Bothell; Lead planner for the end of year club recognition banquet

Marketing Coordinator– maintains social media and website pages; takes photos at events, coordinates graphic design submissions, and publicize club news

Training and Resource Coordinator- develop and coordinate all trainings for clubs including Club Officer Training, Club Camp, and a workshop series; develop training material, such as videos and infographics, that will further explain UWB policies and procedures; produce Club Council monthly newsletter which compiles the resources and upcoming club events

With the exception of the chair, each member supports their designated club categories with event planning, the budget request process, marketing, etc. With 5 club council members, each member of club council will support 10 - 15 clubs with event planning, the budget request process, marketing, etc. (with 4 members, each member supports 15 - 20).

Summer Implementation - Transitioning software to a new platform for all of the clubs and organizations will be a very large process. We will need to ensure that all of our clubs maintain their information, including officers, constitution, and basic profile information (e.g., purpose of the club, club email address, incoming officer list, etc.) Additionally, we will need to set up the registration form along with the many other forms that help Club Council run smoothly (e.g., budget system, travel agreement form,

program evaluation form, etc.) The members working in the summer will be creating and updating these forms so that there is minimal disruption to the club operations when they return in the fall quarter.

Total request for Club Council wages:
\$87,515

Question:

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.

Club Council is requesting the inclusive amount of \$70,000 to better support clubs with their events and programs. This is a decrease from the SAF 2018-2019 award. However, this decrease is because we are streamlining our own operational expenses. We do not plan on reducing the funding opportunities for clubs for the upcoming academic year.

Current Funding Model (2018-2019)
Funding Awarded from SAF for
Programming (\$72,000)
Operations: \$9,000
Promotional Items: \$10,000
maximum \$600 per club
Conference Registration: \$8,000
maximum \$1500 per club
On Campus Programming
Fall Quarter: \$10,000
Winter Quarter: \$15,000
Spring Quarter: \$20,000

Anticipated Funding Model (2019-2020):
Funding Requested from SAF for
Programming (\$70,000)
Operations: \$7,000 (reduction)
Promotional Items: \$10,000
maximum \$600 per club
Conference Registration: \$8,000
maximum \$1500 per club
On Campus Programming
Fall Quarter: \$10,000
Winter Quarter: \$15,000
Spring Quarter: \$20,000

Club Funding Model Breakdown:
The Club Funding Model is the guide established by Club Council for ensuring that SAF funds are used for the greatest impact on the student body. It ensures that the focus of club funds remain on campus with accessible programs that create a high impact on the general student body. Based on 2019-2020 SAF award, Club Council will establish their Funding Model for next academic year. Club Council proposes a finalized model at the end of the academic year as informed by student feedback in surveys and at quarterly club surveys, data from previous years, and identified emerging needs from students. Further detail regarding the categories are:

On-campus Programming: This portion includes speaker fees, entertainment, supplies, decoration, and food integral to the event per UWB Fiscal and Audit Services, policies, standards, security, and other necessary expenses (excluding equipment) for club programs. This funding is crucial to providing accessible opportunities for students to engage with others, build

community, and learn outside of the classroom.

Operations: This category includes Club Council organized programs for the greater benefit of clubs, such as: Activity Fair, Club Camp, Winter Club Fair, and Club Recognition Banquet, training expenses, club printing, and supplies available to all clubs. These funds ensure clubs operate smoothly and have resources for daily operation.

Promotional Items: Clubs can request funds for branded items such as pens or banners. Promo items build brand recognition for student organizations, build community within a club, and provide clubs a way to encourage engagement in their organization. Items must be available to a wide range of UWB students and community so that there is increased visibility on campus. Promotional items cannot be funded if they do not include the club name or logo and they cannot be for a specific event.

Conference Registration: Conferences are a valuable opportunity for clubs to build community, get to know each other better, connect with other community members outside of UWB doing similar work, and gain leadership skills. Per the current Funding Model, clubs can only request these funds for registration fees, not other costs such as transportation, food, housing/lodging, and accommodations, association or membership fees, etc. Clubs cannot co-apply with SAEF fund from ASUWB.

We hold weekly meetings where representatives of recognized student clubs present a budget request to support their on-campus programs and events, club promotional items, and registration for conference attendance. All funding requests are reviewed according to SAF's bylaws, especially Section 5 Guidelines for Funding, Section 6 General Criteria for Evaluation Funding Requests, and SAF's funding principles. Club Council also evaluates these requests keeping in mind university and department policies, as well as the Club Funding Model.

Total Programming/Events Request: \$70,000

Question:

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.

This is included in the "Programming/Events" category.

Question:

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.

This is included in the "Programming/Events" category.

Question:

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.

This is included in the "Programming/Events" category.

Question:

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.

This is included in the "Programming/Events" category.

Question:

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.

This is included in the "Programming/Events" category.

Question:

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.

In 2018-2019, Club Council was awarded \$3,500 for "Student Conference Attendance." For the 2019-2020 fiscal year, Club Council is requesting \$2,500 to attend webinars, and/or bring in a local specialist to train on conflict resolution, leadership development, creating inclusive team environments, enhancing peer-to-peer training and facilitation, and/or increasing customer service understanding. These are all skills that Club Council members use on a daily basis.

Finally, in a new, one-time funding request, Club Council is asking for financial support to assist with the summer engagement platform transition. With a new operating system, there will be much to build and much to learn. Club Council needs to be advocates and experts in order to assist our greater student body on how to find involvement opportunities through events and clubs. Additionally, they will be the first point of contact for clubs as they try to navigate and understand the new system. If there is an opportunity to attend a training conference, we would like to send two Club Council members and two professional staff to be UWB's ambassadors in this process. If there is no conference available, we would like to provide an extended opportunity to have a consultant from the future platform come to campus to provide training and tips on integration at UWB.

Total Ask for Professional Development:
\$7,500

Question:

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/>

This is included in the "Programming/Events" category.

Question:

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.

This is included in the "Programming/Events" category.

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.

165013

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, 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.

I Agree

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