

## Q15. Proposing Group Information

Q1. Proposing group name (examples: Career Services, Student Diversity Center)

University of Washington (Bothell) Student Legal Services

Q2. Department/Organization (examples: Student Engagement and Activities, Student Affairs, Academic Affairs)

UW Bothell Division of Student Affairs

Q3. 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.

Gina Christian

Q4. 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.

glchris@uw.edu

Q5. Budget owner

- Before submitting, you must discuss and receive approval on your request from a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) who will agree to be the budget owner and responsible for managing this allocation. Include the name and title (i.e. John Smith, Club Adviser) of that individual below. **IMPORTANT:** 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, and have approval from their supervisor.
- If you are a registered student club, you may email the Student Engagement and Activities Director and Assistant Director, Sam Al-Khoury at [sea2@uw.edu](mailto:sea2@uw.edu) and Carla Christensen at [carla24@uw.edu](mailto:carla24@uw.edu) as a resource for your request by December 29, 2020.

Gina Christian

Q6. Budget owner email

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

## Q14. Proposal Information

### Q7. Executive Summary

- Please provide a concise overview of the program, activity, or service for which you seek funding. This summary should explain what you're requesting funding for. (1600 character limit, approx. 250 words or less)

This proposal is for student legal consultation and direct retainer of Rule 9 interns at a reduced cost. (Note: Rule 9 interns are third year law students supervised by the attorneys in the office.) Navigating legal questions and concerns are some of the most stressful things a student can encounter that can prevent them from achieving their academic objectives. 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 continued its partnership with Student Legal Services (SLS) at UW Seattle to maintain the expansion of legal services to UW Bothell students. Feedback received: "I just wanted to take a moment to let you know what an amazing resource Student Legal Services has been for folks I'm working with. I've had several students connect with someone at SLS, and they've all reported fantastic experience. Just this afternoon, I spoke to a student I've been working with since last year, and I was thrilled to hear the relief in her voice when she told me all about how helpful their recent SLS appointment was. I know sometimes the success of offering resources like this can be hard to measure, and I just want you all to know what a huge difference this partnership has made for many UWB students."

### Q8. Need for Program

- Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community, i.e., what student opportunities would be absent without funding. This section should explain why you're requesting funding. (1600 character limit, approx. 250 words or less)

The Student Affairs funded pilot year and subsequent SAF pilot year has demonstrated that a small investment has a significant impact for students. Most programs have seen a decline during remote instruction related to use. Programs such as Student Legal Services has had a sharp increase in use during the pandemic and is expected to be in even higher demand once things return to a new 'normal'. Student Legal Services is mostly funded through UW Seattle SAF, and until the past two years, UW Bothell students were unable to use the service. Now that this service exists for UW Bothell students, they may now have free consults with an SLS legal staff member under the supervision of an attorney, attain help with letters or other documentation, and may receive legal representation for \$20/hour out of pocket, an incredible cost savings. Student Legal Services has provided UW Bothell students with support on immigration, landlord/tenant cases, criminal, family law, traffic, personal injury, employee rights, estate planning, harassment, and divorce. These situations can often be the pivotal point for a student's ability to continue to progress through their degree program. With support from SAF, students are able to remain in school and focus on their education because of the legal support that is now available to them.

### Q9. Is this a new request?

(Partial means that one or more-line items of the submission is new but not necessarily the program or submission itself. Select No if the request is not new but was previously submitted under a different name; i.e., Student Assistants have a title change to Student Associates.)

- Yes
- No
- Partial

### Q10. What on your request is new or has changed?

*This question was not displayed to the respondent.*

### Q11. Strategic Plan

- How would you like to see this program grow/change/adapt, and what role does funding play into this vision? Please describe some key goals you are hoping to accomplish, now and in the future. (1000 character limit, approx. 150 words or less)

Given the past use and the anticipated use post pandemic, Student Legal Services at UW Bothell will be in high-demand by our students. What has been identified this past year is a need to have a staff champion at a dean level in the division of student affairs to promote this resource around campus; the dean's office is committed to doing this. Additionally, UW Student Legal Services is also staffed and equipped for outreach efforts moving forward. A long-term goal is to create awareness that would result in a significant amount of increased use to the point that UW Bothell would need its own full-time dedicated attorney as part of UW Student Legal Services. The demand for students is likely there and will only increase after the pandemic; students don't need to navigate these waters alone. This increased use would require increased funding from SAF but the number of students impacted and retained from this service would likely outweigh the cost.

### Q12. Assessment

- Estimate how many currently enrolled students will likely benefit from your proposed service or program. If you have previous statistics from past programs, please feel free to include for comparison.
- What is the impact of your program and how do you measure the affects?
- If a new program, describe how you plan to assess the proposed service/program. Describe any metrics or operational targets your unit uses to assess its financial and operational health.
- (Supporting documents or materials are not required but may be presented in the hearing if desired.)

(1600 character limit, approx. 250 words or less)

In the first year of service, 38 UW Bothell students were served. This included 14 immigration cases, five landlord/tenant cases, four criminal cases, three family law cases, and a variety of other issues including traffic tickets, personal injury, employee rights, and estate planning. From July 2019 to November 2020, only 3 students were served. However, since the pandemic, March 2020 to November 2020, 11 have been served and one has retained Student Legal Services for ongoing representation. ■ An opportunity is to increase the marketing and outreach efforts. This will be especially important as many pandemic-related concerns, such as landlord/tenant, employment, immigration, and family concerns will only increase in need as things return to a new 'normal' without the pre-pandemic conditions being met, e.g., landlord/tenant issues once evictions can begin again. This program serves those in need of legal guidance and representation. Having this service available so that students can make use of it when they need it is invaluable and cannot easily be quantified. Access to legal support is a key social justice issue and is essential for many of our students to succeed academically and personally.

### Q13. Funding Categories

For these responses, please do not show the math on this proposal. Use the excel sheet for the actual math. Instead, in these sections, tell SAF about the category funding needed and provide the 'why' for the request. There is no character amount but you are asked to be concise in your response.

### Q16. Salary Positions

Please briefly describe the positions you are requesting funding for. If there are differences or distinctions in positions, please explain what they are and do.

We are asking for funding that will cover 100 attorney hours (\$5,500), 150 Rule 9 Licensed Legal Intern hours (\$4,500), and 50 legal assistant hours (\$1,000). Over the course of the 2022 fiscal year, the \$11,000 funding would allow us to provide free 40-minute consultations for up to 50 students while providing ongoing representation for up to ten students depending on the complexity of their cases. These numbers are estimated figures that are based on the number of Bothell intakes and hours spent on ongoing cases during 2019. This funding will also allow us to engage in outreach to other campus organizations. • Attorney role – Program administration, Rule 9 supervision, and direct representation during summer and school breaks • Rule 9 Licensed Legal Interns – Consultations and ongoing representation during the school year ○ These are third year law students who are licensed under the Washington State Supreme Court to practice law under the supervision of a licensed attorney. • Legal Assistants – Outreach and scheduling of intakes; running conflict checks; assisting in operational needs (managing and ordering office supplies, client billing, etc.)

### Q17.

#### Programming/Events

- Please briefly describe the program(s) you are requesting funding for. This also includes needs relating to security, honorarium, hospitality, and contracts, etc. Specify what programs are virtual.

Q18.

Facilities & Equipment Rentals/Set-Up/Purchases

- If you require facilities or equipment rentals/set-ups/purchases, please indicate that need here.

Q19.

Printing & Photocopying

- Note printing and photocopying expenses

Noted in office supplies, copying will be kept at a minimal when possible

Q20.

Office Supplies

- Note office supply expenses

\$500 to support office supplies and contribute to cost of phone, copying, and marketing materials

Q23. Food and Refreshment

(note what and how much or often is for training and/or programming)

■ Please indicate why food is necessary in your proposal. If you are requesting food for multiple/different programs, please indicate how much or how often you'll be providing food at the given programs (i.e., three staff trainings and four large scale unique events).

■ 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 health and safety and per diem rates for meals. The per diem rates are available at the following link:

<http://finance.uw.edu/travel/meals#perdiem>

Q25. Transportation and Travel

- Describe the type of travel you are requesting (i.e 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.
- Note: Include professional development related travel in the professional development category.

\$200 for U-Car transportation between campuses for Student Legal Services staff to meet with Bothell students on campus and to provide presentations to student organizations. Reduced as Zoom can continue to be an initial consult mechanism; more involved or continuing cases and outreach will require occasional transportation and costs associated with those trips.

Q26.

Professional Development

(note items that are for certification, note if required for position)

- Please describe the professional development opportunity. Please indicate the number of students, staff participating. Indicate if a professional development opportunity will result in a certification, and whether this certification is required for a job. This should include all costs associated with registration, air or ground travel, per diem, etc.
- Please ensure that you are in compliance with applicable per diem rates for meals and lodging. The rates are available at the following link: <http://www.gsa.gov/portal/content/104877>
- Note: Student travel arrangements are made through the University.

Q28.

Promotional Items

- Are you requesting funds for promotional items?
- Please note that promotional items are limited to a total value of \$800; see SAF bylaw 5.A.5 for more details: <https://www.uwb.edu/studentaffairs/safc/safbylaws>

Q29. Operations

- Please describe operational items. This includes telecommunications, business cards, computer purchases, equipment, new hire packages, digital resources, etc.

- Phone lines should be calculated at \$10 per line per month

**Q30. Uniforms**

- If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

**Q31. Other**

- Are you requesting funds for any items that don't fall into the previous categories? Indicate them here.

**Q32.**

Total Amount (please note the total dollar value)

- Please list your total amount requested, please make sure all line items are on the spreadsheet. This total amount should match the total from the spreadsheet.

\$11,700.00

**Q33.**

Your application is not complete without a completed spreadsheet and may not be considered by the committee. All funding category line items and their dollar amount/cost should be listed in the spreadsheet. Please download the spreadsheet template at <https://www.uwb.edu/studentaffairs/safc/annual>. Complete the spreadsheet, save it with your proposal name and EMAIL to [safuwb@gmail.com](mailto:safuwb@gmail.com) by 5pm on January 7, 2020.

**Location Data**

