

## Q15. Proposing Group Information

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

UW1 Welcome Desk

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

Orientation and Transition Programs

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.

Jerry Chan

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.

jc2012@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.

Terry Hill

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)

We oversee the functioning of The Welcome Desk which is located on the 1st floor of UW1. We hire a staff of six (6) Student Assistants to service all student requests at the desk during campus business hours. The desk serves two main purposes. First, it is a resource for students, staff, faculty, and guests who are looking to access the rest of campus. The desk answers questions about the university and also direct people to the appropriate places on campus that will be able to help them with their needs. The desk also responds to all calls coming into the main phones for Orientation and the Student Success Center. Centrally located, the Welcome Desk is the information hub on campus that helps student's best access the campus and enhance their educational experience. It is students helping students with resources so that we can keep a student-centered approach to the desk. The second purpose for the desk is reception and support for the Student Success Center. The desk is responsible for managing all of the student appointments that take place with all of the departments housed within the Student Success Center (Career Center, Community Based Learning and Research, Study Abroad, Undergraduate Research and Pre-Major Advising) Our proposal is requesting assistance to fund the straight hourly salaries of the Student Assistant hires for ONLY the hours that they work to cover the Welcome Desk for the academic year. It is also based on the premise that campus operations will hopefully return to near normal by the beginning of the new academic year.

### 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)

In a normal year, the Welcome Desk serves as the reception desk for the Student Success Center and the campus in general. Desk staff check-in all the Student Success Center appointments. They also assist with general questions about advising, directing students to advising resources, and helping students scheduled appointments with an advisor or other Student Success Center staff member. It is one of the rare locations on campus which openly invites student engagement of any kind from answering questions for simple directions to exploring campus resources, to responding to emergency calls. In addition, the desk monitors all phone calls on the two department mainlines, and responds and in addition triages questions from students on the new texting service, "Ask Holly". The desk is open to assist students during the hours of operations for the Student Success Center, 8:00am-5:00pm Monday, Thursday and Friday, and 8:00am-6:00pm on Tuesdays and Wednesdays when advisers extended their appointment hours.

### 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?

The only single change would be the minimum wage increase for all student employees at UW Seattle and UW Bothell which impacts our Student assistant hourly rates.

#### 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)

The goals for the desk will likely remain consistent over the next 5 years. We hope to continue receiving GOF funding (see Excel Worksheet) to help support the desk. We do anticipate that funding will continue to be tight. We will explore creative funding options. Some of these options include: • Increasing the number of work study students employed at the desk • Decrease the service hours at the desk • Explore options to increase university funding outside of SAF

#### 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)

The Welcome Desk also serves as the front door to campus. The desk acts as a resource and welcoming face for students, faculty, staff and guests to campus. Student Assistants are able to answer questions, provide direction, and be a resource to students when professional staff might be serving and supporting students in other ways. Student Assistants also have access to multiple event calendars, academic or campus activities and workshops and act as a clearing house for all questions regarding time, date and locations of said events from students and guests to the campus. The desk is a hub for information, resources and support. During high traffic times, addition staffing is needed in order serve the high number of students both asking questions and checking into SSC appointments. The Welcome Desk serves as an outpost for Student Affairs to provide support for programs outside of the ARC. Student Assistants help continue to provide and promote access for students to the various resources within Student Affairs. During normal operation, the desk will averages about 50 in-person inquiries a day from students who are looking for different resources or assistance. They also get a number of phone calls and emails though out the day. The Student Success Center serve UWB students by connecting them to answers, programs, resources, and support across campus to enhance students' learning. From January 1, 2018-January 1, 2019, the Student Success Center had 5,595 appointments. We are able to track student appointments with the SSC through the scheduling software.

#### 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 offer one Student Assistant Coordinator (lead) position at the desk that had additional leadership role within the Student Assistant team. This Coordinator helps to select, train, and manage the rest of the Student Assistants. This Coordinator tend to be a student that has at least 1 year of prior service as a Student Assistant. We strive to formally recognize this increase job responsibility and role with additional compensation. This request provides not only jobs for students but also leadership opportunities for students that will help them acquire skills that they can use in their personal and professional lives.

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.

NA

Q18.

Facilities & Equipment Rentals/Set-Up/Purchases

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

NA

Q19.

Printing & Photocopying

- Note printing and photocopying expenses

NA

Q20.

Office Supplies

- Note office supply expenses

NA

**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>

NA

**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.

NA

**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.

NA

**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>

NA

**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

NA

**Q30. Uniforms**

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

NA

**Q31. Other**

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

None

**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.

\$45,295.00

**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