

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

Results for: ID# 18478848		Submission date: 1/14/2019 2:11 PM
		Total time: 4 minutes, 27 seconds
Question	Response	
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	UW1 Welcome Desk	
<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>	Orientation & Transition Programs	
<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>	Jerry Chan	
<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>	jc2012@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>	425.325.5304	
<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>	Terry Hill	
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	terryh@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>The Desk is located on the 1st floor of UW1. Its 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 answer 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 Welcome desk is the information hub on campus that helps student's best access the campus and enhance their educational experience. Its students helping students so that we can keep a student-centered approach to the desk.</p> <p>The second purpose for the desk is reception and support for the Student</p>	

	<p>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).</p> <p>We recognize that the current budget climate, units across campus are trimming back. The Welcome Desk is requesting approximately the same funding we were granted last year, even though there has been an increase in student wages. The Welcome Desk will also make adjustments. The Welcome Desk will either need to the hours of service back in the next fiscal year or find funding from alternative sources.</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>The Welcome Desk serves as the reception desk for the Student Success Center. 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. 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 Tuesday and Wednesday.</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 request was funded in the past. We received funding for student worker pay.</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>The goals for the desk will likely remain consistent over the next 5 years. We do anticipate that funding will continue to be tight. We will explore creative funding options. Some of these options include</p> <ul style="list-style-type: none"> <li>• Increasing the number of work study students employed at the desk</li> <li>• Decrease the service hours at the desk</li> <li>• Explore options to increase university funding outside of SAF</li> </ul>
<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 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>The Welcome Desk also serves as the front door to campus. The desk acts as a resources 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</p>

the campus.

The desk is a hub for information, resources and support. During high traffic times, additional staffing is needed in order to 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 access for students to the various resources within Student Affairs, such as clubs and activities, fitness classes, Intermural Sports, Orientation programming, campus events, Counseling, Title IX, and student conduct.
- UW1 will continue to be the building with the most used classrooms on campus. The desk supports all students and guests of the university.
- Currently the desk 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 throughout the day.
- The Student Success Center serves UW1 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. Student Assistants assist with making these appointments and checking students in.

The Welcome Desk also opens the Idea Project space each day

*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).

We are able to track the number of student appointments with the Student Success Center through the scheduling software. We also track the number of phone calls that come in and the number of in-person questions that come in from students. In addition, we are also looking at ways that we can track satisfaction with services and receive more feedback on how we can improve on the services we provide at the desk. We will likely send out surveys to student groups that frequently make use of the desk.

*Question:*

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

We offer one Student Assistant Coordinator (lead) position at the desk that had an additional leadership role within the Student Assistant team. This Coordinator helps to select, train, and manage the rest of the Student Assistants. This Coordinator tends to be a student that has at least 1 year of prior service as a Student Assistant. We strive to formally recognize this increase in job responsibility and role with additional compensation.

This request provides not only jobs for students but also leadership

	<p>opportunities for students that will help them acquire skills that they can use in their personal and professional lives.</p> <p>The city of Bothell has recently implemented a gradual increase to the minimum wage over the next couple years. Starting on January 1, 2019, the minimum wage increased to \$16.00, a 3.57% increase. We anticipate an increase on January 1, 2020, bringing minimum wage \$16.50. While we recognize that these changes will increase the operating costs for the desk, we are also aware of the increased costs of attending college and more and more students are working multiple jobs just to make ends meet.</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>JULY 2019-DECEMBER 2019 Student Assistant: \$16.00/hr x 28 weeks x 35 hours coverage = \$18,957.12 (including benefits) Student Assistant Lead: \$17.00/hr x 28 weeks x 7 hours of coverage = \$4,028.39(including benefits)</p> <p>JANUARY 2020- JUNE 2020 Student Assistant: \$16.50/hr x 24 weeks x 40 hours coverage = \$16,756.74 (including benefits) Student Assistant Lead: \$17.50/hr x 24 weeks x 7 hours of coverage = \$3,554.46 (including benefits)</p> <p>Total Funding Request: \$43,296.71</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 &amp; 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.</p>	<p><i>No response</i></p>
<p><i>Question:</i> Printing &amp; 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><i>No response</i></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: <a href="https://www.uwb.edu/finance/food-approvals">https://www.uwb.edu/finance/food-approvals</a></p>	<p><i>No response</i></p>

<p>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: <a href="http://finance.uw.edu/travel/meals#perdiem">http://finance.uw.edu/travel/meals#perdiem</a> Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.</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><i>No response</i></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: <a href="http://www.gsa.gov/portal/content/104877">http://www.gsa.gov/portal/content/104877</a> 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. <a href="https://itconnect.uw.edu/service/campus-telephone-services/">https://itconnect.uw.edu/service/campus-telephone-services/</a></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 detail. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.</p>	<p><i>No response</i></p>
<p><i>Question:</i> 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.</p>	<p>43297</p>
<p><i>Question:</i> 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: <a href="http://www.uwb.edu/studentaffairs/safc/safbylaws">http://www.uwb.edu/studentaffairs/safc/safbylaws</a> * 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,</p>	<p>I Agree</p>

2018. Someone from my group will be available to attend a brief hearing scheduled during that time frame.

---

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

---