

# 2012-2013 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Wednesday November 14th, 2012

The intent of the contingency award is to fund student-initiated activities, events, projects, and services that were not proposed during the annual budgeting cycle. Contingency requests should represent new ideas for building and sustaining community on campus. As such, these requests are to be generated by student groups, committees, and boards. Other entities of the campus community are invited to submit requests during the annual budgeting cycle.

A contingency fund shall be established by the Committee as part of its annual budget and should represent approximately 5% of the projected fee revenue. The purpose of this money is to fund proposals throughout the following fiscal year. The Chancellor or his or her designate shall review and approve all such recommendations from the Committee.

All requests must be in accordance with the Services & Activities Fee Bylaws. The SAF Bylaws appear here:  
<http://www.uwb.edu/studentlife/safc/safbylaws>

Hearings will occur on Friday, December 7th, 2012 from 8:00am-12:00pm. Someone from your group must be available during that time frame to attend a brief hearing.

The SAF Liaison will be in contact with you by Wednesday, November 20th to schedule your hearing date. If the Committee has any questions regarding your proposal, the SAF Liaison will directly contact you via email or phone.

Contact Sumeet Dhanju, 2012-2013 SAF Chair, with any questions or comments at [sumeetdhanju@yahoo.com](mailto:sumeetdhanju@yahoo.com).

## SUBMITTED BY

Ron Tilden  
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Nov 14, 2012, 02:17PM PST

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Contact Sumeet Dhanju, 2012-2013 SAF Chair, with any questions or comments at [sumeetdhanju@yahoo.com](mailto:sumeetdhanju@yahoo.com).

**[Required] Proposing Group** UW Bothell Beta Alpha Psi

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

**[Required] Department/Organization** UWB School of Business

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

**[Required] Contact Person** Wendy Kwan

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** [wendykwan.bap@gmail.com](mailto:wendykwan.bap@gmail.com)

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.  
\*Be sure to check your email regularly as the SAF Committee contacts groups via email.

**[Required] Contact Phone** 206-427-9948

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

### [Required] Executive Summary of Your Proposal

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

\*Remember that the contingency process is for new ideas/initiatives only, all other requests must be made during the Annual Cycle.

1. Funding for Holiday party for all accounting students (\$2,000.00)
2. Funding for food and refreshments at bi-weekly Beta Alpha Psi Professional meetings (\$1,600.00)

### [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).

Holiday Party: Accounting is the largest program in the business school and we work hard to foster a sense of community and camaraderie amongst our accounting students. Most new accounting students start the program in winter quarter, where they kick off with the first class in Intermediate Accounting (BBUS 361). We have two sections of BBUS 361 starting in the fall. A Holiday party would be a perfect opportunity to welcome these 80 or so new students to the program, while also allowing existing students, who are primarily seniors, to network and discuss career opportunities:  
Bi-Weekly Beta Alpha Psi Meetings: In the past we have relied on a \$2,000 from Student Life to cover the cost of food and refreshments at our bi-weekly (every two weeks) Professional Meetings. Apparently we have a new policy whereby a program receiving a SAF grant, can not also access the \$2,000 allotment from Student Life. This has left us with a serious hole in our budget. The bi-weekly professional meetings are the primary means we have of connecting our students with the business community and allowing them to transition to successful careers in accounting.

### [Required] Estimate number of students that will benefit from your proposed program/service

In 200 words or less, please do the following:

--Indicate what the benefits of your proposed program for students will be.

--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.

In 4 short years the accounting program at UWB has quickly become known for producing hard-working graduates who are smart, mature, and business savvy. The success of our program has significantly elevated that awareness and stature of UWB in the Seattle business community. In that sense, all UWB students, but primarily the business students, have benefited from the success of our accounting program. More specifically, we have approximately 240 accounting students enrolled in the program at any given time, of which about 30% or so are members of Beta Alpha Psi.

### [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 have an external advisory board for the accounting program that is comprised of business leaders from the accounting industry in Seattle. Many of the representatives on the advisory board are from prominent CPA firms in the area, while others are from private sector companies such as Boeing and Philips Electronics. All of these representatives on the advisory board have hired our accounting graduates, thus we receive valuable input from our advisory board on the capabilities of our students and the strengths and opportunities for our program.

In addition our local chapter of Beta Alpha Psi has been quite successful. We have been designated as a "Superior" chapter in each of our first four years of organization. Last year we placed 1st in one of three regional competitions and 2nd in another. Our first place team went on to nationals where it one first place in the nation! In short, the success of our Beta Alpha Psi program is partially indicative of the success of our accounting program in general.

**Additional Information** No answer submitted.

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

**Salary/Wages** None

Describe the funds you are requesting in detail below.

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

**Benefits** None

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.

### 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.

We would like to host a holiday celebration for all accounting students at an offsite location. The benefits of this get together would be to welcome the new accounting students into the program who are starting this winter, and to also foster camaraderie and community among all members of the accounting program. We estimate that 100 students would attend this event, and at an average cost of \$20 per person, we are requesting funding of \$2,000. This \$2,000 could be further broken down as follows:

Room rental: \$225

Promotion and marketing: \$100

Catering costs (\$15 per person + tip) \$1675

**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.

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

See above. We are considering renting the Juanita Community Center which has a rental fee of \$45 per hour x 5 hours = \$225

**Printing & Photocopying**

Included in promotion and marketing budget

Describe the funds you are requesting in detail below.

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

**Office Supplies**

none

Describe the funds you are requesting in detail below.

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

**Food/Refreshments**

Describe the funds you are requesting in detail below.

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

Review the food policy/food form for the University policies before asking for food. The Food Policy is below the food form in the link.  
<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

The following is related to the food and refreshments and our bi-weekly Beta Alpha Psi meetings. A recent change in policy has left us with no budget to cover these items. Currently the faculty advisor has personally paid for all food and refreshments (approximately \$500) for the 6 meetings we have held this year.

We have approximately 20 Professional Beta Alpha Psi meetings each year. Attendance per meeting averages 40 students. The average cost of food and refreshments (typically pizza and soda) is \$80 per meetings (\$5 per student). Accordingly we are requesting funding of \$1,600.00 (20 meetings x \$80.00 per meeting) to cover this expense.

**Equipment Rentals/Purchase**

None

Describe the funds you are requesting in detail below.

Please put total dollar amount of equipment rentals/purchase in the bottom of this box.

**Transportation**

None

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation).

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

**Meals and Lodging for Travel**

None

Describe the funds you are requesting in detail below.

Please put total dollar amount of meals and lodging in the bottom of this box.

**Security**

None

Describe the funds you are requesting in detail below.

If you would like an estimate, please contact UWB Security.  
425-352-5359

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

**Telecommunications**

None

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 total dollar amount of telecommunications in the bottom of this box.

**Other**

None

Please include any other expenses that don't fall under any of the above categories in detail.

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

**[Required] Total Amount Requested**

\$3,600.00 (Holiday Party: \$2,000; BAP Professional Meetings: \$1,600)

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 requested amounts listed above.*

*--I understand that hearings will be held between 8:00am-12:00pm on Friday, December 7th, 2012 and someone from my group will be available to attend a brief hearing scheduled during that time frame.*