

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.

SUBMITTED BY

Adrienne Neubert
snowfall54@gmail.com
Nov 14, 2012, 04:29PM PST

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[Required] Proposing Group MBA Association (MBAA)

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

[Required] Department/Organization UWB Business School, MBA Program

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

[Required] Contact Person Adrienne Neubert

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 mbaasvp@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) 335-0240

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.

The MBA Association (MBAA) looks to partner with UWB Career Center in

- * Holding a career mixer, similar to a job fair during spring quarter.
- * Targeted specifically towards Graduate/MBA level students.

[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).

Currently, job fairs offered by the UWB Career Center are geared towards those who are at the entry level stages of their career, missing many of the evening undergrad and graduate students who are at no longer at the entry level stage of their career.

To fill this gap/meet this demand, the Career Center and MBAA are interested in providing a professional level career mixer. The goal is to hold a networking style event with 10 to 15 companies, their hiring level managers and students with 5-15 year experience. This event will assist MBA students, many of which have indicated a need for a career event not targeted to entry level positions. The current system holds no value for MBA students, who are working professionals enrolled in the program, but looking for a career change/switch.

[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.

- * There are currently 120 MBA students.
- * 71% of surveyed students indicated that they were interested in changing/accelerating their career outside of their present company.
- * Assuming this figure can be extrapolated to the entire MBA population, at least 85 students would be highly interested in the career mixer.
- * The other 35 students can be classified as passively interested but likely to attend.
- * The event will be open to alumni.
- * An estimated 25 alumni will be interested in attending, depending on the marketing for the event.
- * This event would also be open to all other UW Bothell students who have at least 5+ years of working experience.

[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?

The event will be measured by:

- Number of students in attendance
- Number of hiring managers in attendance
- Feedback from students after the event
- Interviews that resulted from the event

Additional Information

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

Event to be held at the Eastside Leadership Center (ELC) in Bellevue. The ELC usually opens at 4:30pm on weekdays, we would request that the ELC be opened as of 2pm for our event which will be 3-6pm.

Salary/Wages No answer submitted.

Describe the funds you are requesting in detail below.
Please put total dollar amount of salary/wages in the bottom of this box.

Benefits No answer submitted.

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 No answer submitted.

Describe the funds you are requesting in detail below.
Please put total dollar amount of programming/events in the bottom of this box.

Facilities Rentals/Set-Ups No answer submitted.

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.

Printing & Photocopying No answer submitted.

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 No answer submitted.

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>

Assorted Catering Trays and Beverages from Metropolitan Market

Possible Food Selection:

Spanakopita Platter 1 @ 59.99
The Essential Olive Collection 1 @ 24.99
MM Handmade Mozzarella Caprese Platter 1 @ 49.99
Mozzarella Pesto Spirals 2 @ 54.99
Crimini Stuffed Mushrooms 2 @30.00
Goodie Bar Tray 2 @ 59.99
Assorted Beverages at 100.00
Subtotal: \$549.92
Tax at 9.1% = 50.04

Total Food Funds Requested: \$599.96

Equipment Rentals/Purchase

Describe the funds you are requesting in detail below.
Please put total dollar amount of equipment rentals/purchase in the bottom of this box.

Opening of the Eastside Leadership Center (ELC) prior to regular hours.

2.50 hours at estimated \$60 per hour = \$150.00

Transportation No answer submitted.

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 No answer submitted.

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 No answer submitted.

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 No answer submitted.

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 No answer submitted.

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 750.00

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.