

SAF Annual Proposal Form for the 2014- 2015 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from December 6, 2013 until 5:00pm on January 15th, 2014. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2014 to 2015 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 7, 2014 and February 14, 2014. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentlife/safc/safbylaws>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 4, 2014. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. 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.

SUBMITTED BY

Anonymous
no-mail@orgsync.com
Jan 15, 2014, 04:51PM PST

SAF Annual Proposal Form

[Required] Proposing Group Achieving Community Transformation (ACT)

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

[Required] Department/Organization Office of Community-Based Learning and Research

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

[Required] Contact Person Kara Adams

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 kadams@uwb.edu

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.

[Required] Contact Phone (425) 352-3437

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.

[Required] Faculty/Staff Member Kara Adams, Paul Markham, Sam Al-Khoury

Please discuss your request with a staff or faculty member (i.e. Student Life Staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual.

[Required] Faculty/Staff Member Email kadams@uwb.edu

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

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding. Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives: <http://www.uwb.edu/21stcentury>

Achieving Community Transformation (ACT) Leads - These student positions work to promote and aid in creating a campus climate and culture of service-learning and social justice. These students will each plan service and/or social justice related activities over the academic year. These could include, MLK Day of Service/Week, Alternative Spring Break, Cesar Chavez Awareness, Hunger Banquet, Worlds AIDS Day, Connect and Engage Café, Privilege Path, community benefit fundraisers (such as food, clothing, books), etc. In planning these service and social justice awareness events, the students will collaborate with multiple community organizations in the Greater Bothell Area, in addition to multiple offices at UW Bothell. These students will also conduct site leader trainings and facilitate reflection activities for other students. Students participating in these positions will take the lead role in coordinating these events, and gain valuable experience in building relationships inside and outside an organization which will prepare them for success in their careers. These students will develop leadership, organizational, communication, and time management skills, in addition to an increased self-awareness and cultural competence.

[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).

-If you have tracked the success of this program or service in the past, please provide that information here.

Students are in need of these programs for several reasons. Community service and social justice education allows students to build self-awareness, grow in their understanding of diverse cultures and communities, and prepare for future careers. Through service, students build networks for future jobs by developing relationships with people in the community. Community engagement offers pure work experience without the hierarchy that exists when money is exchanged. Students are also able to test out vocational interests through participating in different service projects. Service is a valuable means in which students learn the skills to excel in the work force after higher education.

Local community partners also express the need for service related events. A staff member from the Bothell Parent Resource Center wrote after the most recent MLK Day of Service 2013, "I would like to say a big "thank you" to the entire group of students for securing the donations for The Greater Bothell Parent Resource Center! In all the years we have been doing this project, this is the first year we received this much in non-perishable food items!"

Alternative Spring Break programs specifically reach out to out-of-state and international students who live on campus over Spring Break.

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

In 200 words or less, please do the following:

-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.

For the 2014-2015 academic year, we estimate at least six ACT service/social justice related events will occur. Three ACT leaders will be involved in planning with an estimate of 20 student site leaders. The larger annual service/justice related events (such as MLK Day of Service and Alternative Spring Break) are estimated to benefit an average of 80 UW Bothell students each. The smaller service/justice related events are estimated to benefit 30-50 UW Bothell students each. All students have access to these programs.

Multiple community partners and members, in addition to the environment will also greatly benefit from ACT programming.

[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?

In partnership with CBLR, ACT leads use reflection activities and surveys to assess the impact of service and social justice related events on students. Assessment is built into the ACT orientation, in which ACT students learn the basics of assessment and evaluation, the value of learning objectives, and how to develop survey questions related back to the learning objectives. Throughout the year, portions of ACT team meetings are dedicated to reviewing surveys from past ACT events.

Additional Information

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

ACT will be structurally located under CBLR, with a strong partnership with Student Affairs. As SAF-funded programmers, ACT students will still have access to some Student Affairs resources such as marketing. In addition, Student Affairs staff will be invited to facilitate key components of ACT's initial training. Student Affairs staff will also participate in planning committees for large ACT related events. ACT students will have access to two student worker computers in the CBLR Office.

We advocate for ACT leads to be paid by stipend, because service programming can fluctuate in time allocation while being continually productive, and it is a project-oriented job rather than a shift-oriented job.

Salary/Wages \$14,400 (3 students, 10 hours per week, \$12 per hour, 40 weeks). Divided into stipends for three students paid each quarter.

Describe the funds you are requesting in detail below.

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

Benefits \$2376 (.165 for benefits)

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. If you included salaries/wages in the above field, you must calculate the applicable benefits.

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. If your request includes security and you would like an estimate, please contact UWB Security at 425-352-5359.

\$1700 for MLK Day of Service and week programming
\$2000 for Alternative Spring Break
\$1200 (\$300 per additional service/social justice program, 4 events)

Food for Training:

\$144 Lunch food for initial training (3 days, \$12 per person, 4 people including ACT advisor)
\$48 Lunch food for winter break training (1 day, \$12 per person, 4 people including ACT advisor)

Total Programming/Events: \$5,092

Facilities Rentals/Set-Ups N/A

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. If you need assistance with estimated costs, please speak to a staff/faculty member.

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

Printing & Photocopying \$150 for fliers/printing in color (approximately \$25 per event for marketing printing)

Describe the funds you are requesting in detail below.

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

Office Supplies N/A

Describe the funds you are requesting in detail below.

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

Food/Refreshments N/A

Describe the funds you are requesting in detail below.

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

Please review the food policy/food form for the University policies before submitting your request at the following link:

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Equipment Rentals/Purchase N/A

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

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

Transportation N/A

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University.

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

Meals and Lodging for Travel N/A

Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at the following link: <http://www.gsa.gov/portal/category/21287>

Please note that hotel bookings are typically done through the University.

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

Telecommunications N/A

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

Other N/A

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.

[Required] Total Amount Requested \$22,018

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 total amount requested above.

-I understand that hearings will be held between 8:00am and 12:00pm, tentatively scheduled for Friday, February 7, 2013 and Friday, February 14, 2014. Someone from my group will be available to attend a brief hearing scheduled during that time frame.