

SAF Annual Proposal Form for the 2013-2014 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 30, 2012 until 5:00pm on January 16th, 2013. 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 2013 to 2014 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 8, 2013 and Friday, February 15, 2013. 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>

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, March 29, 2013. 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

Talwinder singh
tsingh@uwb.edu
Jan 16, 2013, 01:50PM PST

ON BEHALF OF

Associated Students of the University of Washington Bothell

SAF Annual Proposal Form

[Required] Proposing Group ASUWB

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

[Required] Department/Organization Student Life

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

[Required] Contact Person Talwinder Singh

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 tsingh@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 425-352-5225

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 Andrea Ramirez

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 aramirez@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>

Abstract: We, the Associated Students of the University of Washington Bothell, are the official representative voice for all students within the university. We exist to empower our student body through: serving as a liaison between the students and faculty, staff, alumni, and administration; and diligently serving with integrity, honor, and enthusiasm while always aware of our universities proud tradition of academic excellence. **Justification:** In the autumn of 2006, the very first freshman class, 125 students, enrolled at UWB making our total student population just over 1600 for the 2006-2007 academic year. The ASUWB constitution of 2005 created a total of five officer positions to serve this population of students; these positions have constituted the ASUWB board since 2001 and have since grown to a total 16 officers. An official press release in October reported a projected enrollment of over 3500 students for the 2012-2013 academic year. This is a 234% growth in the student population over this time period has been paired with the growth in the student representation to serve their needs. Next year's projections of more than 3500 Student FTE, which could translate to much closer to 4000 total enrolled. The impact of these numbers is a daily reality to ASUWB with regard to the steady increase of responsibilities each officer is required to undertake. Each year, ASUWB officers are required to fulfill more and more duties; sit on more committees; manage more student perspectives, opinions, and needs; communicate with proportionally more faculty, staff, and administration; disseminate more and more student opportunities, scholarships, event notifications, personal growth workshops, job openings, service availabilities, leadership development opportunities, important university news that effects students, important legislation, and so much more. In addition to this volume of information management, each member of ASUWB is responsible for managing certain signature programs such as Holly the Husky, supply tables, the Student Academic Enhancement Fund, Student of the Month awards, Cram Nights, the Freshman Council, the UWB Washington Students Association chapter, a student discount program, as well as a multitude of events, among others. Further, each ASUWB officer is required to attend every meeting of the board, hold office hours, and develop relationships with student organizations, while constantly upholding a high level of poise and professionalism. The total amount of hours any one of us could potentially dedicate to this effort under the current structure far exceeds a full-time job. The main point here is that each member of ASUWB is more over extended this year than in any previous year, and potentially than any other student leader, and we have arrived at a point where we are unable to keep pace with the magnitude of duties we are expected to undertake. In spite of this we have established and are striving towards an aggressive and ambitious set of goals for our team this year to ensure we continue to serve students. It has been established that we will work to complete the schematic design and confirm student support for the new Student Union Building thus positioning next year's team to break ground. We are strengthening the power of our student voice by creating stronger avenues for its expression via a larger and stronger Freshman Council, a Sophomore Council, a Graduate Student Council, a Student Senate, and a thriving Washington Students Association Chapter. We are committed to strengthening our connection with students by making ourselves more accessible, more visible, and more approachable by having Dawg-Time, which is time spent in the student vistas or common areas talking and connecting with students, listening to their perspectives and challenges. We also attend student group meetings and have made huge efforts to communicate more regularly and more dynamically with students through a variety of avenues. Finally, to help alleviate the rising costs of tuition, we are expanding our student discount program, in partnership with Cascadia Community College and with the help of Rainbow Rewards. This will expand our discount network broadly in ours and surrounding communities and give students give access to a wide variety of hundreds of new discounts.

[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.

The Associated Students of the University of Washington Bothell are elected by the students, to serve the entire student body. ASUWB is an essential entity of the University of Washington Bothell. In the capacity of the ASUWB, we serve as the sole governing body, to communicate students' needs to administration, faculty, and staff. Examples of how we have successfully used our SAF funding include: Husky Huddles to increase awareness of ASUWB and campus-wide issues/initiatives; and SAEF (Student Academic Enhancement Fund) to provide students the opportunity to present and attend academic related conferences etc.

[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.

All UW Bothell students benefit from the service ASUWB provides. As the student governing body, we make decisions and represent all students -- undergraduates and graduates alike. Additionally, we work closely with UW Bothell alumni, faculty and staff. We do not have alternative sources of financial support.

[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 Associated Students of the University of Washington Bothell are elected by the students, to serve the entire student body. ASUWB is an essential entity of the University of Washington Bothell. In the capacity of the ASUWB, we serve as the sole governing body, to communicate students needs to administration, faculty, and staff. Examples of how we have successfully used our SAF funding include: Husky Huddles to increase awareness of ASUWB and campus-wide issues/initiatives; and SAEF (Student Academic Enhancement Fund) to provide students the opportunity to present and attend academic related conferences etc.

Additional Information

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

We are a growing campus with growing and expanding needs. 16 students working their current hours can no longer adequately represent the whole UWB student population, and 16 students cannot accomplish all of the necessary goals and projects that we provide to serve them. We need to expand and divide responsibilities to better serve students. We understand that the SAF committee is considering many proposals, and that there is only so much to go around. We also ask that the increase in amount requested be considered a reflection of the greater role ASUWB has taken and hopes to continue to successfully take in creating leaders and leadership in our empowered and engaged student body. Thank you for appreciating the impact ASUWB makes on the student experience and taking the time to read this application.

Salary/Wages

Describe the funds you are requesting in detail below.

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

President: working 25 hours/week x 48 weeks/year
(July 1 to June 30 with 4 weeks off) x \$14/hour = \$16,800 (stipend)

Vice president: working 25 hours/week x 48 weeks/year \$13/hour = \$15,600 (stipend)

Exec. Reps: working 19.5 hours/week x 40 weeks/year (8 of 10 summer weeks off) x \$12/hour x 4 representatives = \$37,440 (stipend)

Senators: working 10 hours/week x 40 weeks/year x \$10/hour x 10 senators = \$40,000(stipend)

Office Assistant: working 5 hours/week x 30 weeks/year x \$10/hour = \$4,500 (hourly)

Holly: working 85 hours/year x \$10/hour = \$850
(Hourly)

Total Amount Requested:
\$115,190

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.

Hourly Employees: 115,190 * 16.5% = \$ 19006.35
Total benefits: \$ 19,006.35

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.

Events Total* = \$10,490

ASUWB Elections: \$3,000

Husky Huddles and Student Town Hall: \$3,500

Final Stretch Nights: \$300/quarter x 3 = \$900

Other Events including SAEF fund presentations & Spring Signature event: \$2,000

Other Programs and Events = \$1090

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. 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.

* This year, the ASUWB has been charged heavily with custodial fees and set-up and take down fees. The funding listed in the Programming/Events section takes into consideration of all line items to put on a successful event. Our current budget (updated January 2013) indicates that the ASUWB might need to use the remaining Rainy Day funds to cover our full list of events requested for.

Printing & Photocopying

Describe the funds you are requesting in detail below.

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

Total Printing & Photocopying = \$1600

* The UW Bothell Student Life has started charging photocopying and printing costs to our budget.

Office Supplies

Describe the funds you are requesting in detail below.

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

Total Office Supplies = \$1330
Supply tables: \$1000
Paper: \$100
HP Laser-jet P3015 Toner Cartridges : \$50 a piece * 4 cartridges = \$200
Pencils: \$10
Scissors: \$20

Food/Refreshments 0\$

*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/tuac/foodapprovalform.pdf>*

Equipment Rentals/Purchase \$0

*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

*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.*

Total Transportation = \$4,500

Board of Regent meetings at UWS: Thursday once a month for 11 months at \$30 a trip - \$330

WSA meetings every month (Different locations all over WA State an average of 62.62 a trip at 12 trips a year = \$751.44

Tri-Campus Meetings at UWS and UWT- (6 trips annually at an average cost of \$50 a trip) \$300.00

Meetings with Central Administration at UWS- \$ (4 trips per school year at an average cost of 32.765 per trip) 131.06

Weekly committee meetings at UWS (PAC's) - \$30 a trip, 50 trips over one academic year -\$1,500

Student Empowerment Days in Olympia (Once a month for 10 months at \$128.75 a trip -1287.50

Other official business travel needs-\$200.00

Meals and Lodging for Travel

*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.*

ASUWB Training Total* = \$34,912.00

Conference Fee: \$509 per person x (16 officers + 2 advisor) = \$9,162

Per Diem Food: \$50 per day x 4 days x 18 people = \$3,600

Flights: \$575/person x 18 people = \$10,350

Baggage: \$25 per person x 18 people x 2 way flight = \$900

Hotel: \$230 x 6 rooms x 5 nights = \$6,900

Other Trainings = \$4,000

*ASUWB requests that these items be approved as total amounts requested to allow for some flexibility among line items depending on fluctuations in certain variable expenses such as airfare.

Telecommunications \$0

*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

*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.*

Rainy-day Fund = \$7,000

For new projects, conferences and expenses that unexpectedly arise and inevitably arise through the year (such as a broken printer, ASUWB Sign, and important emergent co-sponsorship needs such as Occupy Discrimination and Make-a-Difference-Day), as well as to coordinate new initiatives at UWB, UWS, and/or UWT.

Promotional Materials = \$1500 (\$500 x 3 quarters: \$1500)

Student Academic Enhancement Fund (SAEF) Grant = \$20,000

Gives priority to students seeking to enhance their education through research

WSA Membership and Training: \$1.285 per student x 2045 = \$2,628

Freshmen, sophomore and Junior Council's budget: \$ 11,000

Holly Supplies & Maintenance (covers new custom head, suit, gloves, and shoes and a bi quarterly dry clean) = \$5000.00

Total Other Cost: \$42,128.00

[Required] Total Amount Requested \$229,156.35

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 8, 2013 and Friday, February 15, 2013. Someone from my group will be available to attend a brief hearing scheduled during that time frame.