

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

Martin D. Yanagihara
myanagihara@uwb.edu
Jan 15, 2014, 03:50PM PST

ON BEHALF OF

Campus Events Board

SAF Annual Proposal Form

[Required] Proposing Group Campus Events Board

(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 Martin Yanagihara

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 Myanagihara@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) 772-5252

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 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 SAIKhoury@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>

As members of the Campus Events Board, we create educational and social programs for our campus community. In doing so, we often partner and co-sponsor with other departments, organizations and clubs. Through these programs we strive to generate an educational, safe and welcoming place for all students outside of the classroom.

[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.

Campus Events Board is an organization that serves as the primary programming board for campus, whose events and programs aim to develop community and create unique learning experiences for all students outside of the classroom. For example, in the fall we hosted our Second Annual Halloween Masquerade Ball at the Inglewood Golf Club, which provided a safe, alcohol alternative event which brought together the campus community. We had approximately 400 attendees and **cosponsored** with the Health Educators Reaching Out (HEROs), Resident Housing Association, Recreation Supervisors, Cascadia Activities Board, and Cascadia Student Government. We also planned the first Native American Celebration with 130 attendees and Lunar New Year in late January. Campus Events Board has also used **SAF funds to bring students on local excursions** including: Husky sporting events, Seattle Sounder games, Stevens Pass Ski and Snowboard Adventure, comedy shows, musicals, and food tours. We also support other organizations on campus including but not limited to: Diversity Programmers, HEROs, Recreation Supervisors, Cascadia Activities Board, ASUWB, Cascadia Student Government, and UWB Alumni. These co-sponsored events help to reach a wide range of students and their interests.

[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.

As members of the Campus Events Board, we create and co-sponsor with other departments, organizations and clubs to put on programs for our campus community. Through these programs we strive to generate an educational, safe and welcoming place for all students outside of the classroom. We often co-sponsor events with other on campus organizations to share our resources and reach out to wider audiences. Below are some of our events that we have put on in Fall Quarter and their attendance numbers.

- Native American Celebration (130 students)
- Fall Art Relaxing Tea Time (50)
- Jet City Improv Comedy Show (80)
- First Ever Campus Spirit Day (100)
- Rocky Horror Movie Night (100)
- Study Break: Game Night (80)
- Masquerade Ball (400)

Being a commuter campus, we strive to reach as many students on campus as possible. **We estimate that throughout the school year more than 2,000 students will benefit from programs that the Campus Events Board sponsors.**

[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 Campus Events Board is constantly assessing the success and quality of their programs. One of their priorities is to serve all students. As we put events together, we take into consideration what the culture of the campus is and who we are serving. We incorporate Learning Outcomes for each program to guide what we want the students to gain. **Assessment for each program varies from surveys, social media, feedback cards, punch cards, and one on one interactions with students.** Another way we reach students is by keeping an open door policy in our office. Students can stop by and ask questions or provide feedback to any of the CEB members. We also assess our programs by attendance. For each program that is created, a folder is made to keep documents like emails, contracts, attendance, program proposals, receipts, post-event evaluations, as well as any other important papers so that future programmers can continue successful programs and to analyze and improve them if necessary.

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

Describe the funds you are requesting in detail below.

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

\$49,207.50

This is for 5 programmers funded at \$12 an hour with the guideline that they work 15 hours a week for 42 weeks. The chair is funded at \$13 an hour for a suggested 19.5 hours a week for 45 weeks.

For 5 programmers:
15 hours per week x 42 weeks = 630 hours
630 hours x \$12.00/hour = \$7,560
\$7,560 x 5 programmers = \$37,800

For Chair:
19.5 hours per week x 45 weeks = 877.5 hours
877.5 x \$13.00/hour = \$11,407.50

For 5 programmers and Chair:
\$37,800 + \$11,407.50 = \$49,207.50

Benefits \$49,207.50 (salaries) x .165 = \$8,119.23

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.

\$60,000.00

This is for \$20,000 for each quarter (Autumn, Winter and Spring) for the planning of programs. This includes facility rentals, set-up fees, bringing musicians, entertainers and speakers to campus, printing and photocopying, office supplies, programming supplies, and food and refreshments.

Facilities Rentals/Set-Ups Included in programming costs.

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 Included in programming costs.

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 Included in programming costs.

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 Included in programming costs.

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 Included in programming costs.

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 Included in programming costs.

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

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.

\$25,000.00

\$10,000.00 rainy day funds. We use this rainy day funds budget for unforeseen costs, and for co-sponsoring with clubs and other organizations. Unforeseen costs may include but are not limited to, clean-up costs, vendor audio and technology requests, and vendor/performer accommodations. This budget also accommodates clubs, organizations, and departments who would like to co-sponsor with Campus Events Board on their programs. In the past we have financially assisted programs that have satisfied our organizations mission and that have been brought to us by the Alumni Association, Student Affairs, Health Educators Reaching Out, Recreation Supervisors, Resident Assistants, ASUWB, Sustainability Club, Consciousness Club, the Pride Alliance Club, Diversity Programmers, Orientation, and the Residence Hall Association.

\$12,000.00 to be used for CEB to attend the regional National Association for Campus Activities conference. This fund includes, but is not limited to: meals, lodging, travel, and registration fees.

It is requested that CEB receives \$1,500 per programmer to attend the regional National Association for Campus Activities conference. It is also requested that funding for the advisor and grad assistant be given for the conference as well, \$1,500 for both.

\$3,000 for training and developmental programs throughout the year.

\$10,000 + \$12,000 + \$3,000 = \$25,000 total

[Required] Total Amount Requested \$49,207.50 + \$8,119.23 + \$60,000 + \$25,000 = \$142,326.73 or \$142,327

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.