

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

Kristin Hunt
kahunt@uwb.edu
Jan 16, 2013, 03:49PM PST

SAF Annual Proposal Form

[Required] Proposing Group Career Services

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

[Required] Department/Organization Student Services

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

[Required] Contact Person Kim Wilson

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 kwilson@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 2-5306

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 George Theo, Director of Student and Residential Life

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 gtheo@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>

Functioning as career consultants, Career Center staff support UW Bothell students through all stages of career exploration and job search. The Career Center offers services, including advising and coaching, to help students EXPLORE career opportunities, BUILD skills in self-marketing, and CONNECT with the employment community. Funding for the 2013-14 academic year is requested to sustain and increase existing services and to increase opportunities for students to connect with employers on- and off-campus. Career Services falls into three sections of the 21st Century Campus Initiative. 1. Student Centered – through SAF funding we are able to maintain, grow, and enhance career services to all students at UWB. 2. Community – Career Services works directly with employers and community members, many of them alumni, to develop relationships, internships, and career opportunities for students. 3. Sustainability – Career Services is committed to sustainable practices through our events, programming, and advertising. We use a "green" caterer for events with food and make use of Axis TV for advertising events. Our weekly newsletter is available through email and on the website rather than in print.

[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.

Career Center staff continues to see an increase in the number of students seeking career services. In Fall 2012, SAF funded peer-advisors provided more than 360 resume review, cover letter, and practice interview appointments. Student walk-ins increased 19%. SAF funded peer advisors assisted over 3540 students (including walk-in traffic and individual appointments) in the Career Center in 2011-2012, a 9% increase over 2010-2011.

[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.

Career services are offered to graduate and undergraduate students in all Schools and Programs - Business, CUSP, Computer and Software Systems, Education, Interdisciplinary Arts and Science, Nursing, and Science and Technology. In 2012-13, we anticipate providing over 2100 individual consultations and 150 career events and programs. This represents meeting the demand of an 11% increase in enrollment headcount from 2011 to 2012. Examples of signature Career Center events and past attendance include:

- a. Etiquette Event (75+ Students)
- b. STEM Networking Night (100+ Students and Employers)
- c. Women in Leadership (100+ Students and Alumni)
- d. Resume Review Night (50+ Students, Employers and Alumni)
- e. Nursing Career Advancement Fair and Panel (100+ Students/20 Healthcare Employers)
- f. Teacher Certification Event (80+ Students/35 School Principals)
- g. MBA Networking Evening (50+ Students/10 Executives)
- h. Graduate School Fair (50+ Students/15 Schools)
- i. Career Fairs (600+ Students/120 Employers)

The Career Center offers services through which students EXPLORE academic and career opportunities, BUILD relevant experiences and skills in self-marketing, and CONNECT with the employment community. Some of the direct benefits to UW Bothell students include:

- "24-7" access to over 1,000 jobs and internships posted by employers recruiting UW students
- On-campus opportunities to connect with employers and alumni
- Assistant Career Advisors (students recruited from the UW Bothell population)
 - o Review resumes and cover letters
 - o Conduct practice interviews
 - o Advertise services and conduct orientations
 - o Present career concepts in academic courses
 - o Respond to quick questions in-person, via phone and email
 - o Serve as consultants to professional staff

[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?

Career Services is committed to continuous quality improvement. Qualitative data is collected yearly by survey of current and graduating students; employers are surveyed following participation in events or activities. Quantitative data (number of students utilizing services, attending activities, etc.) is collected throughout the year. Survey results and quantitative data are used to determine future programming. Our annual 2012 graduate survey revealed that 63% of respondents stated their reason for obtaining a University of Washington Bothell degree was either changing careers or greater career opportunities. In summer 2012 Career Services utilized this comprehensive data to conduct a review of programs and services establishing new goals, objectives, and priorities to continue to provide high quality services and programs to all students on campus. Additionally, in Summer 2012 Career Services conducted a fully comprehensive graduating student survey to collect data on where graduates have gotten jobs.

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.

Student Employees

Assistant Career Advisors and Event Assistant;
Academic year: \$14 x 80 hours x 40 weeks = \$44,800
Summer: \$14 x 40 hours x 8 weeks = \$4,480

This is an increase in the number of hours available for peer advising, and takes into account extended Friday hours, more event support and double front-office coverage to serve the increased walk-in student demand. As the enrollment in summer quarter has increased to 70%, and career services participation in orientation activities has grown significantly, we are requesting funding for summer support to help with the increased demand for services during the summer.

Total Request = \$49,280.00

Benefits Student Employees - \$8,131.20

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.

12 major events including food, room rental, supplies, balloons, etc. @ \$700 per event

Events include

- Career and Community Connections Fair
- Quarterly Networking mixers
- Winter Internship Fair
- Spring Career Fair
- Resume Review Night
- Teacher Certification Job Search Clinic
- Nursing Career Advancement Day
- Etiquette Dinner
- And more...

These events typically reach between 100 and 300 students EACH. Please note that we have significantly reduced our request from last year, as we are using additional sources of funding for our minor events and workshops. We are also offering an increased number of major/large events.

Total Requested = \$8,400.00

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. 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 \$4,000 Event programs, posters, and flyers

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 No answer submitted.

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 No answer submitted.

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/foodapprovalform.pdf>

Equipment Rentals/Purchase No answer submitted.

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 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 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 No answer submitted.

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 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 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.

\$7,000 for Electronic and print counseling resources including HuskyJobs, SkillsOne, WOnline, NACE Job Postings, Puget Sound Business Journal, Snohomish County Business Journal, Mountain Pacific Association of Colleges and Employers Membership, etc.

[Required] Total Amount Requested \$76,811.20

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.