

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

Kim Wilson, Career Services
kwilson@uwb.edu
Jan 15, 2014, 02:21PM PST

SAF Annual Proposal Form

[Required] Proposing Group Career Services

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

[Required] Department/Organization Student Affairs

(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 425-352-5306

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 Kim Wilson

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 kwilson@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 Services staff support UW Bothell students through all stages of career exploration and job search. Career Services offers services, including career advising and coaching, to help students EXPLORE career opportunities, BUILD job search skills, and CONNECT with the employment community. Funding for the 2014-15 academic year is requested to sustain and increase existing services and opportunities for students to enhance their learning outside the classroom by preparing for job and internship opportunities, and by connecting with employers on- and off-campus. The majority of funding requested in this proposal is to support our Assistant Career Advisor program. The Assistant Career Advisor (ACA) serves as a primary contact for students seeking assistance using Career Services. ACA's are job search savvy, and help students feel more confident about pursuing jobs, internships, and careers. The position provides career advising to UW Bothell peers and assists with program planning, marketing and implementation. In order for our office to keep up with student demand for appointments, we rely on these student employees to do the majority of the resume, cover letter, and practice interview appointments that come through Career Services. Career Services addresses several 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 UW Bothell. The service we provide to students compliments their classroom learning by assisting them in major and career exploration, internship and job search strategies, networking opportunities, and much more. 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. Diversity – Career Services is committed to diversity and hires a very diverse group of student employees each year. We want our office to be representative of the greater UW Bothell population, so students can find a connection point when they utilize our services.

[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 Services staff continues to see an increase in the number of students seeking career services. In Fall 2013, SAF funded peer-advisors provided more than 370 resume review, cover letter, and practice interview appointments. **Student walk-in traffic increased 31%.**

In 2012-2013, SAF funded peer advisors conducted over 4,362 student appointments and walk in guidance. **Overall, Career Services saw a 34% increase in student appointments during 2012-2013 and the SAF funded students helped support that growth and enabled the Career Services to continue providing excellent service to all UW Bothell students.**

[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 available to ALL UW Bothell students, graduate and undergraduate students, in all schools and programs - Business, CUSP, Education, Interdisciplinary Arts and Science, Nursing, and School of STEM. That's over 4,600 students with access to our services.

In 2012-2013, we provided over 4,362 student appointments and walk in guidance and put on over 150 career events and programs. We anticipate at least a 10% increase in the usage of our services to represent the 10% increase in enrollment headcount from 2013-2014.

Local employer also benefit from our services, as it provides them an access point to hiring at UW Bothell.

[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 graduate survey revealed that 85% of respondents stated their reason for obtaining a University of Washington Bothell degree was either changing careers or greater career opportunities. The results of our 2013 survey are at <http://www.uwb.edu/careers/jobs-and-internships/grad-survey-2013>.

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 and Marketing Assistant;

Academic year: \$13 x 80 hours x 40 weeks = \$41,600

Summer: \$13 x 50 hours x 12 weeks = \$7,800

Graduate Student Advisor

Academic year: \$14 x 18 hours x 40 weeks = \$10,080

Total Request = \$59,480

This is an increase in the number of hours available for peer advising, increased hours for a marketing and events student, includes a new position to work directly with graduate students, and takes into account extended Friday hours, more event support and double front-office coverage to serve the increased walk-in student demand in the Student Success Center. As the enrollment in summer quarter has increased and career services participation in orientation activities has grown significantly, we are requesting continued funding for summer support to help with the increased demand for services during the summer.

Benefits Student Employees - \$9,814.20 (calculated at 16.5% of student salary request)

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.

\$1,000 for guest speakers at career focused events – specifically asking for funding for an etiquette speaker and a networking speaker to present at large scale, open to all- student career events throughout the year.

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 No answer submitted.

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/fuac/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.

\$3,000 for Electronic and print resources including:

- HuskyJobs – Provides students access to over 1,000 job and internship opportunities posted specifically for UW students.
- SkillsOne – Provides students access to online career assessments such as the Strong Interest Inventory and Myers-Briggs Typology Index.
- WCOonline – Appointment scheduling software used by all of the Student Success Center (Careers, Disability Services, Veterans Services, Study Abroad/Undergraduate Learning, Merit Scholarships Fellowships and Awards, Undergraduate Research, etc).

\$800 for Promotional Items

- Pens for Orientation – these pens go out with the planners to all new students. They include Career Services contact information.

Total other = \$3,800

[Required] Total Amount Requested 74,095

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.