

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

Club Council
rsy0515@uw.edu
Jan 16, 2013, 03:22PM PST

SAF Annual Proposal Form

[Required] Proposing Group Club Council

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

[Required] Department/Organization Club Council

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

[Required] Contact Person Terence Ruan

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 rsy0515@uw.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 2063905454

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, Program Manager for Student Activities

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 salkhoury@uw.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>

It is the mission of the Club Council to govern, support, and administer the recognition, funding, and operation of all student clubs and organizations on campus recognized by the Office of Student Life. As the Club Council, we will be continuing efforts to unify our community and foster the connections built through these clubs and organizations. We work to ensure that those participating in clubs will have a profound and meaningful social and educational experience. The Club Council will be requesting funding for operating, administrative, and programming expenses on behalf of more than 100 clubs. The work of the Club Council directly supports the elements of the 21st Century Campus Initiative, including Resourcefulness, Diversity, Community, Innovation, Community, Sustainability, Growth, and Student-Centered.

[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.

Involvement in a club is one of the most accessible and unique ways to become active in the UW Bothell community. Clubs are an opportunity for every student, from first years to advanced graduate students, to craft their experience at UW Bothell from the moment they arrive on campus in a way that few other involvement opportunities offer. The Club Council, in partnership with the Office of Student Life, provides club members the opportunities, resources, and support necessary for leadership development, organizational management, and skill development outside the classroom, which are critical elements of a robust college experience. The number of clubs has swelled in recent years from as few as 55 two years ago to more than 100 now. Resources are needed to support, administer, and fund this growing population of students. Currently, club funds are allocated through Student Life. As in the past, funds will be used for operating and programming expenses of clubs themselves. Many major club events would not be possible without this funding, including Latino Student Union's Day of the Dead, Student Veterans Association Challenge Coins, MBA Association's Networking Event, the Pride Alliance Wedding Party, and the Human Equality and Rights Everywhere Hunger Banquet. Funds will also be used to aid the Club Council in facilitating even broader participation of students in the club experience which will help more students achieve satisfaction with their social and educational experience through involvement fairs, professional development sessions, and other community building programming. We were awarded \$3,000 through the SAF Contingency Cycle this year and are planning our first community-building event as we submit this request.

[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.

Funds received will benefit not only students in existing clubs, but those who would like to join one and be more involved with campus as well. Through these interaction, we will encourage community building on campus which will help to enrich each student's experience here at UW Bothell. There are more than 100 clubs, each with at least 5 officers, so a minimum of 500 students will benefit from these programs. Most clubs have many more than 5 members, and new clubs continue to register often, so this number may be much greater in the coming academic year. It is our mission to be a resource for clubs, and that also involves coordinating with other departments or faculty and staff that could help them in what they are interested in. Each club must have a faculty or staff advisor, and Club Council will act as a resource for them as well. The success of the Club Council will not only benefit the students, but will simultaneously foster community building among students and faculty/staff as well.

[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?

Success will be measured quantitatively by the number of active clubs and the number of students that participate in clubs. Success will also be measured qualitatively through quarterly evaluation of club participants' experience. This will be conducted through surveys and forums. Specific topics addressed will include: if their expectations of the club experience have been met; their level of satisfaction in the work of the Club Council; and how they feel about the community on campus; what they would like to continue or change about the club experience. Additionally, Club Council holds weekly open meetings and any student would be welcome to come to the meetings to provide feedback without waiting for any other structured opportunity. Student feedback is very important since this organization is meant to serve the needs of the students. The mix of electronic surveys and face-to-face interactions will encourage sharing of ideas, opinions, and conversation about how to improve the club experience.

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.

We are requesting funding for the members of the Club Council. These students act as a coordinating group for the clubs on campus. They officially recognize clubs; allocate club funding; interpret club policies and procedures in accordance with institutional, local, state, and federal law; provide community building programs for clubs; and provide other support to the clubs on campus. The Club Council meets weekly to address club recognition and funding requests, advocate for club issues, and develop programs. Additional hours will be spent planning programs for clubs, holding office hours for clubs to meet with them as a resource, and processing behind-the-scenes work in HuskySync.

Specific duties include

4 At-Large Club Council Members: \$9,600

\$10/hr x 48 weeks x 5 hours x 4 At-Large Members

Chair: \$4,800

\$10/hr x 48 weeks x 10 hours x 1 Chair

Total: \$14,400

Benefits \$14,400 x .165 = \$2,376

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.

The Club Council is requesting funding for expenses related to club support. This funding include programming/event support and operating expenses that clubs may request from the Club Council, as well as funding for the Club Council's own community-building, club support initiatives, such as the Autumn Involvement Fair, a Club Professional Development Series, and the Spring Club Awards. This funding will also help support the Club Resource Room, which offers supplies and equipment critical to many clubs' continued operations.

Each quarter, the Club Council will earmark an amount to allocate for club funding requests. Should club requests exceed this amount in any quarter, the Club Council will earmark additional dollars for club programming. Should requests fall below expectations the Club Council will reallocate this funding to additional resource room supplies.

For example purposes, in Autumn Quarter the Club Council may earmark \$15,000 for club budget request funding; \$1,500 for club community-building programs like the Involvement Fair; and \$2,000 for resource room supplies like photocopies, printer ink, craft supplies, paints, butcher paper, and button making supplies. Should there be an abundance of club programming in Autumn, Club Council may reallocate funding from its own programs in the next quarter to more fully support club programming in the current quarter. If club programming is sparse, the Club Council may direct additional funds toward newer resource room equipment such as newer computers suitable for digital print/video production, additional sandwich boards, or other resources that can support the work of clubs and are in high demand. This flexibility in spending allows the Club Council to be exceptionally nimble in responding to the varied and unique needs of more than 100 clubs.

Total: \$50,000

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 No answer submitted.

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 Total: \$66,776

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.