

# 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

aaron middleton  
aarontm9@gmail.com  
Jan 15, 2013, 10:30PM PST

## ON BEHALF OF

Collegiate DECA

## SAF Annual Proposal Form

**[Required] Proposing Group** Collegiate DECA

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

**[Required] Department/Organization** Student Clubs & Organizations

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

**[Required] Contact Person** Aaron Middleton

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** aarontm9@gmail.com

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** (305) 748-1797

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** Mary McGuire

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** MMcGuire@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>

UW students will participate in two interscholastic case competitions, one in Washington State and a second out of state international competition. Conference participants analyze businesses through case studies for solution to issues involving policy, ethical, marketing and financial. These solutions are then presented to a panel ( consisting of business professionals ) in order to defend their recommendations. Students from all classes and majors can compete in competitions.

**[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.*

Collegiate DECA at the University of Washington Bothell is an organization which aims to prepare students in all levels and all majors for the professional world. This is obtained through business simulations and competitions which requires students to think analytically, critically and realistic.

DECA is organized by UW Bothell students and is in high demand. Participation at conferences has increased from 45 members last year to 51 active members this year.

In 2012, 15 UW Bothell students reached the national finals, 4 placing in the top 10 within the nation, representing UWB at a national level. In 2012 SAF provided funding to subsidize the costs of attending two conferences.

**[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.*

**PARTICIPATION.**

1) Approximately 51 students will compete this year.

2) UWB DECA alumni return to campus biweekly to coach our students.

3) UWB DECA students will coach student groups from high schools around western Washington.

4) UWB DECA will take the lead in organizing practices with CEO and business professionals as judges.

**FINANCIAL SUPPORT:**

DECA students are expected to raise 45% of their necessary funding. They will host a fundraising auction and dinner in February. The net proceeds will subsidize on-campus DECA events and the cost of sending 51 students to competitions.

**[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?*

DECA's primary purpose is to help students improve their skill and confidence in analyzing problems and engaging a critical audience. We want to provide as many students as possible the opportunity to participate meaningfully in this learning activity.

We seek wide participation across classes and programs. Through spreadsheets and performance feedback from judges to students, we can assess our success by comparing results from current and previous competition performances. This helps use maintain the effectiveness of the DECA program and adjust as needed.

**Additional Information** None

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

**Salary/Wages** None

*Describe the funds you are requesting in detail below.*

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

**Benefits** None

*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** None

*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.*

**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.*

## FACILITIES RENTALS

(1) North Creek Events Center for the annual spring auction = \$500.00

(2) Eastside Leadership Center for High School Community Service Event and 2 mandatory practice days with CEOs and business professionals

## SET-UP

(1) Set up and take down of tables at North Creek Events Center = \$150.00

Total: \$650.00

## Printing & Photocopying

None

*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

None

*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

*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>*

Catering for the auction (300 people, \$15/person)

Total: \$4,500

## Equipment Rentals/Purchase

None

*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.*

## STATE COMPETITION

(1) Bus Ride to Spokane from Seattle through Greyhound

51 students \* \$72.00 per bus ticket = \$3,672 round trip

## INTERNATIONAL COMPETITION

(1) Airfare to nationals ( May 3 - 6 in Atlanta, Georgia )

\*\*35 students at \$600/person = \$21,000

Total: \$24,672

## 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.*

Hotel (state conference, triple occupancy, February 2013) for 51 students

2 nights x 120 x 1/3 = \$80 per student

Total: \$4,080

Hotel (national conference, triple occupancy, March 2014) for 35 students

5 nights x \$200 x 1/3 = \$334/ student

Total: \$11,690

## Telecommunications

None

*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.*

Conference fees (state conference February 2014)

51 students @ \$130

Total= \$6,630

Conference Fees ( national conference, April 2014) for 35 Students @ 130

Total: \$4,550

**[Required] Total Amount Requested** \$56,772

*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.*