

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

Nate Brown (Interdisciplinary Arts & Sciences Graduate Student)
nathanael.brown12@gmail.com
Jan 16, 2013, 04:07PM PST

SAF Annual Proposal Form

[Required] Proposing Group Interdisciplinary Arts and Sciences Graduate Students

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

[Required] Department/Organization The School of Interdisciplinary Arts & Sciences

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

[Required] Contact Person Nate Brown

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 nbrown@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 253-651-1287

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 Meredith Field

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 mfield@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 Bothell currently values growth, innovation, community engagement, sustainability, diversity, resourcefulness and student-centeredness as key priorities for preparing students with what are now deemed necessary 21st century skills, knowledge, and experiences for engaging in and with the complex world that surrounds us. As graduate students in the School of Interdisciplinary Arts and Sciences, we believe that a 21st century education needs to include skills, knowledge, and experiences that enable students to participate now and in the future as active agents of social and institutional change. Social and institutional change can emerge, in part, from classroom and academic spaces--but it is essential not to forget or overlook the deeply embedded movement building that grows out of the work of community-based activists, performers, cultural and non-profit workers, and artists. As such, this proposal requests funding for a pilot program to enable IAS graduate student-driven campus-wide speaking events, workshops, and performances.

[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.

As IAS graduate students, we recognize the challenges that accompany organizing a student body that is predominantly comprised of students with full-time jobs who attend evening classes. As a result of the specific needs of IAS graduate students, opportunities to participate in much of the student programming that already exists on campus are limited; furthermore, we recognize that many of the programs, services and activities that currently exist on campus more readily target an undergraduate student body; and finally, chances to collaborate with fellow IAS graduate students on projects that extend beyond required coursework is difficult, especially when there is limited financial support for such projects. Despite these challenges, each of our programs stress the importance of collaboration and community engagement. While we are able to develop relevant skills, knowledge, and experiences related to collaboration and community engagement through our coursework, we want to organize with each other to bring non-profit and cultural workers, community activists, artists, and performers to campus as a way of enlivening and enriching our understanding of what community-based practice might entail.

[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.

There are currently 88 students enrolled in the IAS Master of Arts in Policy Studies, Cultural Studies, and Creative Writing & Poetics programs, which will increase by approximately 20 students come Fall 2013. Students from each program will be selected for paid event coordinator positions through which they will coordinate one to two quarterly events. These events will be open to the entire campus, and will offer unique opportunities for graduate and undergraduate student interactions. In addition to recruiting event participants from the three IAS graduate programs, the IAS Graduate Student Event Coordinators will develop marketing materials and coordinate with other entities on campus to disseminate event information to student clubs and organizations, student life, residence life, the Office of Community-Based Learning and Research, and the Career Center. This will ensure broad representation of graduate and undergraduate student participants at events. We expect approximately 50-150 students to attend each event, which will result in a total of 300-600 students who will benefit from the proposed programming. Events will also be open to faculty, staff, administrators, and community constituents. As such, we approximate these events should additionally impact a diverse array of speakers, performers, presenters; comprising approximately 100 non-students.

[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?

At the end of each event, we will activate and circulate an online link allowing for and soliciting audience member feedback. Feedback collected online will be utilized to measure the perceived success of an event. Feedback will also be looped into future event planning practices.

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.

IAS Graduate Student Events Coordinators:
\$13/hour x 48 weeks x 5 hours x 6 people

Total- \$18,720

Benefits None requested

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.

Honorarium for speakers, artists, performers, community activists at 6 events:
6 x \$750

Total- \$4500

Values are based on an average of money allocated by events IAS graduates have attended off campus in the past

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.

6 events x \$350/event

Total- \$2,100

Printing & Photocopying

Describe the funds you are requesting in detail below.

Please put the total dollar amount of printing/photocopying in the bottom of this box.

Flyers, handbills, programs for events, and other related printing costs:

6 events x \$100 = \$600

Total: \$600

Office Supplies

Describe the funds you are requesting in detail below.

Please put the total dollar amount of office supplies in the bottom of this box.

Binders, folders, pens, papers, flip charts:

Total: \$150

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>

6 events x \$200/event

Total: \$1,200

Equipment Rentals/Purchase N/A

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 N/A

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 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 \$27,270

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.