

# 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

Alison Greenwood  
agreenwood@uwb.edu  
Jan 15, 2014, 09:38AM PST

## SAF Annual Proposal Form

**[Required] Proposing Group** Recreation and Wellness

(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** Alison Greenwood

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** agreenwood@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** 425-352-3686

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

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>

Recreation and Wellness Mission Statement: Supporting the Department of Student Affairs, Recreation and Wellness is committed to making a positive difference in the well-being of the UW Bothell community by promoting healthy, active, and sustainable lifestyle choices. Recreation and Wellness at UW Bothell is committed to making a positive difference in the well-being of the UW Bothell community by promoting healthy, active, and sustainable lifestyle choices. We do this by offering programming and spaces for wellness, fitness, and recreation activities including: Intramurals, Outdoor Adventures, Health Educators Reaching Out, Fitness Classes, Fitness Center, Sports and Recreation Complex. Recreation and Wellness meets the diverse needs and interests of the UW Bothell community by providing programs and facilities that are current, inclusive, and exceptional in quality. We strive to promote the maintenance of good physical and mental health and we want to create an atmosphere that encourages individuals to develop a life-long pattern of positive physical activity, regardless of skill level. We propose continued funding for these aspects of our program and are seeking additional funding in order to meet the needs and demands of UW Bothell students.

#### **[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.*

The Recreation and Wellness Program allows students to attend to all five areas of their physical, emotional, spiritual, social, and intellectual needs without ever leaving UW Bothell. Research indicates that "student involvement in recreational sports programs, facilities, and [wellness] services plays a significant role in recruiting new students, supporting the learning environment, integrating students into the social community of the campus...enhanced recruitment and retention of students; higher grade point averages; greater student satisfaction with their overall college experience" (J. Turman, "Planning Principles for College and University Recreation Facilities"). We will not just be expanding our Intramural sports leagues but increasing programming in non-traditional Intramural Activities, like League of Legends tournaments, video game tournaments, and many more. Because we knew that students were wanting more programming on health and wellness topics stress/anxiety, fitness, nutrition/diet, school/work balance, and lack of sleep the HEROs have done a great job addressing these needs with the funding they have. We are not asking for an increase in HERO programming dollars because we believe that the HEROs are able to do outreach, promotion, and prevention to ensure a safe and healthy campus with the same budget as last year. We have increased the number and frequency of fitness classes to meet the student demand for those services. The equipment in the Fitness Center still functions properly but there are more damages and repairs than in years past, thus we are asking for additional funding to maintain the safety of the machines and our students. In addition, with the new fitness equipment, we need to pay for cable/internet in the new center. We are hoping to meet the needs of our students by offering more outdoor adventure programs and we need additional support in order to do this.

#### **[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.*

The entire UW Bothell community can benefit from our programs. Below are some examples of the wide range of services that we offer to all students on campus: We continue to expand our fitness classes and have added Cardio Tease, Insanity, Hatha Yoga, and Abs and Glutes.

The demand to play on an intramural team has increased and the Recreation Supervisors continue to offer innovation recreational programming such as a League of Legends tournament and a Pokemon Challenge.

The HEROs have continued to expand their programs and have created new initiatives and events such as the Happiness Campaign, The Value of Breakfast program, and SuperFoods poster campaign.

The brand new fitness center at Husky Hall continues to see an increase in usage every quarter as more faculty and staff buy rec passes and students discover the new equipment.

The entire Recreation and Wellness team is working together to offer outdoor adventures and grow this program. Hikes, snowboarding trips, kayaking trips, climbing trips have all recently been added and have been very successful.

Recreation and Wellness employs a large number of students. Currently we have 6 HEROs, 6 Recreation Supervisors, and 6 Recreation Officials. During the 2014-15 year we hope to hire 3 additional students to run our Outdoor Adventures program.

#### **[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?*

One way that the success of the Recreation and Wellness Program will be assessed is by the number of participants in each area. We will continue to evaluate the total number of unique participants registered in each area. We will also continue to record how many participants attend every event.

The Assistant Director and the Program Manager will continue to work closely together to implement area-specific assessment tools. This will include evaluating the Recreation Supervisors and the HEROs every quarter through observation and face-to-face interviews and a final exit interviews at the end of the academic year (this is currently implemented for the HEROs and will be implemented when the Recreation Supervisors are hired). The Recreation Supervisors will be trained on how to assess the Recreation Officials. The Officials will be observed and assessed during every game to ensure effectiveness and safety. The HEROs are trained on how to conduct needs assessments, write learning outcomes for wellness programming, and how to survey students at the end of every wellness program.

Additional assessment will consist of the evaluations of student participants in both wellness programming and recreation sports. Surveys of fitness center users and fitness classes will be conducted periodically throughout the year to determine successes and identify areas for improvement.

#### **Additional Information**

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

I feel like you come to college and people focus heavily on the academics, but you also need a social outlet. The Rec Supes focus on physical health and intramurals. With Recreation and Wellness as a whole, you get information that pertains to your whole life. You can learn about nutrition and healthy foods. I feel like wellness is a part of our generation now.

- Shauniece Drayton, Senior

Research also shows that college is the time in which many life habits are formed, such as eating behaviors and fitness routines. The Recreation and Wellness Program will ensure that UW Bothell students graduate with knowledge in and tools to maintain stress/anxiety, nutrition/diet, school/work balance, and fitness.

### 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.*

Program Assistant Wellness \$13,376  
Program Assistant Recreation \$13,376  
HEROs \$30,240  
Recreation Supervisors \$32,760  
Recreation Officials \$25,200  
Outdoor Adventures \$19,656

### Benefits

*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.*

Program Assistant Wellness \$2207.04  
Program Assistant Recreation \$2207.04  
HEROs \$4989.60  
Recreation Supervisors \$5405.40  
Officials \$4158.00  
Outdoor \$3243.24

**Programming/Events** \$95,000

*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** n/a

*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** \$960

*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** n/a

*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** n/a

*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** \$15,000

*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** \$5000

*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** \$121,650.00

*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** \$394,429

*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**  | 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.*