

# 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

Andrea Ramirez  
aramirez@uwb.edu  
Jan 15, 2014, 03:44PM PST

## SAF Annual Proposal Form

**[Required] Proposing Group** Student Engagement & Activities

(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** Andrea Ramirez

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** aramirez@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** 425-352-5264

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** Andrea Ramirez

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** aramirez@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>

The following request contains items that will allow Student Engagement & Activities to provide continuing and new services, activities, and events to meet the growing demands of a more diverse student population. The areas within this request include student staff, operational costs, student space, financial support for student groups, clubs and organizations program support, leadership development, welcome week, leadership programming, mentorship, multicultural/diversity events, service initiatives, and intercultural programming.

**[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.*

In order to maintain excellent service to students, it is imperative to review operational costs, programs/services costs at a level that meets student demands. Details of the Student Engagement request are outlined below.

**Professional Staff-**

Student Activities Part-Time Program Assistant ---This position works with special projects throughout the year to support Student Engagement. These positions creates training curriculum and materials for leadership seminars and retreats, advises student groups and increase diversity programming around identity groups Average of 15 hours per week. This position was funded in past year by SAF and we are asking to bring back the Part-time Program Assistant.

**Student Staff**

- **Social Justice Facilitators (formerly Diversity Programmers)** (2) during the 10-11 academic year Student Life was given temporary funds from Student Affairs to create the Diversity Programmers positions. These student positions work to promote and aid in creating a campus climate and culture that respects and celebrates diversity. The programmers create educational programs/events that promote awareness and understanding of diversity, social justice, gender equity, historically underrepresented communities, multiculturalism, etc. These students would work closely with the entire student engagement program and work with UW1- 161. This is a new space that Student Engagement and CBLR are partnering on to create opportunities to engage students on issues related to social justice and diversity.
  - **Achieving Community Transformation (ACT) Leads/Alternative Spring Break Programmers** - We are requesting these students be funded and advised by CBLR. See separate request. Our office still plans to maintain a close relationship with CBLR and partner are large campus events such as MLK Jr. Day of Service, Alternative Spring Break, etc.
  - International Student Facilitators (ISF) - This group was originally funded in the 2012 Fall cycle of SAF contingency and we are asking to continue these positions. These student positions are overseen by the Program Manager of Student Engagement & Activities, professional staff member. – International students face a number of challenges such as homesickness, culture shock, loneliness, depression, stress, anxiety, alienation, isolation, loss of identity, status and self-value when coming to a new country. They must adjust through a process of psychological transition and this is where the ISF students come in as a support network. These students would work closely with the entire student engagement program and work with UW1- 161. This is a new space that Student Engagement and CBLR are partnering on to create opportunities to engage students on issues related to social justice and diversity.
  - Student Project Assistants- Over the years we have been able student Project Assistants annually to support the busy time of year with programming, events, and day-to-day operations. As the role of Student Affairs is evolving, Student Engagement is requesting to secure these funds on an ongoing basis. These students would work closely with the entire student engagement program and work part-time out of UW1- 161. This is a new space that Student Engagement and CBLR are partnering on to create opportunities to engage students on issues related to social justice and diversity.
  - **Universal Leadership Conference (ULC)Chair-** The ULC is increasing in support and growth and with this takes a great deal of commitment from the ULC Chair. We are asking a small amount to help support this student in the additional role and responsibilities of working with coordinating volunteers, seeking sponsorships and the logistics of the ULC conference
- Other Operational Expenses
- Funds are being requested in support of student leadership development and service initiatives. In addition to current Student Life programs and services, there is a need to provide meaningful training, seminars, and other activities that help develop a sense of servant leadership for individual students and student groups (including student government, SAF and Technology Fee committees, CEB, and clubs and organizations).
  - Funds to support Intercultural programming, Leadership Programs, and Service based programming on a more consistent basis are also being requested. Examples include Lunar New Year, Cross Cultural Engagement retreat, Intercultural Night, etc.

**[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.*

In seeing an increase in students at UWB we have had a spike in services and attendance at programs & events. There has been and overall increase of attendance to events and involvement in programs. All services and programs are open to the entire UW Bothell student body and we do a great deal of outreach and marketing to new populations wishing to participate in programs. All currently enrolled students have access to these services and programs.

We track all programs and events- these are consistently increasing each year. All information is reported in our annual department support. Please let me know if you would like a copy of this report.

**[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 continue to be measured by the (a) number of students that attend events, (b) number of active student organizations, and (c) contributions made by individual student leaders and student groups. Evaluations of all programs will also be conducted by Student Life staff to review successes and identify areas for improvement.

Additional assessment will consist of the evaluations of student participants. Quarterly roundtables with student leaders will help Student Life staff review successes and identify areas for improvement. This will be the first year that we will implement a 360 Evaluation process for staff and Student Life programming.

This year, we also plan to go through a Strategic Planning Process that will help define additional learning outcomes and additional ways to measure our success.

Current Student Life attendance and budget data that reflects how SAF funds have supported our programs this year are available for the committee's review.

### Additional Information

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

Research shows that students who feel a sense of connection to their institution are more likely to stay at that institution and be more satisfied with their college experience. Student Life works diligently to provide students a wide variety of opportunities to feel connected to UW Bothell. In addition, Student Life-sponsored programs will allow students to:

- Make new and lasting connections with fellow peers
- Develop superior networking skills
- Enhance leadership skills of those individuals who serve and represent the needs and interests of their fellow students
- Build confidence in students' ability to organize, lead or participate in a student organization
- Contribute to the development of a vibrant campus life and increase university pride and investment in the success of the campus.
- Learn more about their personal identity and how it relates to their academic and personal choices
- Increase social awareness and responsibility

### 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.*

Professional Part-Time Program Assistant- \$16,500

Benefits: 34%- \$5,775

Total: \$22,275.00

Student Staff

Social Justice Facilitators (Diversity Programmers)- \$17,280.00

\$12/hr x 48 weeks x 15 hours x 2 people

International Student Facilitators: \$23,040.00

\$12/hr x 48 weeks x 10 hours x 4 people

ULC Chair- \$2,004.00

\$12/hr x 167 hours

Project Assistants -\$12,686.00

\$12 \*1062 hours to be split by 2-3 student workers

Total: \$59,589.00

### Benefits

Part-Time PA Benefits: 34%- \$5,775

Student Staff Total: \$10,785.06

Total: \$16,560.06

*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.*

\$ 33,500

Programming funds for ACT , Alternative Spring Break, Welcome Week, Leadership Conference, Diversity Programmers, International Student Facilitators, Intercultural Leadership Alliance, Leadership Series, Multicultural/Diversity Dialogues, Intercultural Night, MLK Jr. Day of Service, Recognition & Awards (average at least 6 different recognition events), Lunar New Year, Professional Development Series, Etiquette Dinner, Ally training, Women in Leadership, Women Series, Women's History, and additional new programs/events/co-sponsorships.

**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.

\$ 5,000

All programming facilities cost are asked to be included in the programming/events line, this line if for unforeseen cost such as hanging of art work that cost \$500.

**Printing & Photocopying** N/A

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**

Describe the funds you are requesting in detail below.

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

Marketing & Promotional - \$5,500

Supplies/Printing- \$5,000

Shirts for MLK, Involvement, Leadership, Student Positions- \$5,000

IDEA Project Space (currently UW1-161)- \$5,000

Total \$ 20,500

**Food/Refreshments** N/A- Included in programming costs

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** N/A- including in programming cost

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** \$4,000- Transpiration to trainings and site visits such as volunteering locations.

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**

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.

Student Groups (students & staffing) to attend conference such as National Association of Campus Activities, Student of Color Conference, White Privilege, and addition Associations as it relates to their positions. (DP, ISF, ILA, Leadership conference., Diversity and Advisors to travel with students) Registration for conference for Student Life Staff to accompany students to conferences is incorporated in meals and travel.

Total: \$30,500

**Telecommunications** N/A- Included in Student Affairs request

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.

Sponsorships with group and student requests: \$5,000

Professional Training & Development- CAMP (ASUWB, ILA, ISF, CEB, CC, DP) for Student staff at \$200 per student. General conference fund for general students to attend Diversity Related Conference Annually, Training & Development, ILA Winter Retreat for all these groups: \$27,700

Total: \$27,700

**[Required] Total Amount Requested** \$219,624.06

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.*