

# 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

Kaelyn Caldwell - Office of Community-Based Learning and Research  
KaCaldwell@uwb.edu  
Jan 16, 2013, 04:42PM PST

## SAF Annual Proposal Form

**[Required] Proposing Group** Student and Community Empowerment Initiatives

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

**[Required] Department/Organization** Office of Community-Based Learning and Research

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

**[Required] Contact Person** Kaelyn Caldwell, CBLR Coordinator and MA in Cultural Studies Student

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** KaCaldwell@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** 425-352-3437

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** Paul Markham, CBLR Director

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** PMarkham@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 proposal contains requests that will allow the Office of Community-Based Learning and Research (CBLR) to offer and support new and continued student-centered services, activities and programs that enhance learning and engagement with diversity, service, social justice, global citizenship, and the development of students. This proposal aligns with UW Bothell's 21st Century Campus Initiative, which identifies enhancing diversity and inclusion, supporting innovative thinking, and deepening and broadening commitments to community engagement as three top priorities. This proposal includes funding requests for student staffing, community engagement and social justice events, volunteer and service initiatives, student leadership development, community collaborations funding for clubs and organizations, and infrastructure to fulfill the requests. We believe that these requests will ultimately provide a large contribution to building and sustaining an equitable and socially just community on campus, and perhaps beyond.

**[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 Student Civic Fellowship program supported by CBLR has been previously funded by SAF. Some stipulations have been set on funding SCF, but the fellowship program and the Office of CBLR have changed in their organizational and practical structures to better offer services more broadly to students based on needs identified by the campus. CBLR is currently looking at other prospective funding through Washington Campus Compact, which may be similar to a short-term AmeriCorps program, to potentially fund the SCF program in future years as a Community Impact Team, if available. In the meantime, the shifts in organizational structure and focus in our office toward a Student and Community Empowerment Initiative will ensure that the Civic Fellows Program is student-driven for academic enhancement and personal growth. CBLR has not previously requested funding for other programs.

As UW Bothell grows as a campus and continues to build connections with surrounding communities, we need to offer a broader range of opportunities for students to engage in robust, equitable, and sustainable community engagement efforts. This entails increasing the types of student-driven programs, services, and activities that are offered on campus, and particularly through CBLR. The Student and Community Empowerment Initiatives for which we are requesting funding in this proposal is one way we intend to respond to the increasing demand for student-driven community engagement activities. The Office of CBLR was originally created to support community-based or service-learning projects in academic courses; however, these are primarily faculty and academic-driven efforts that do not tend to facilitate student-led projects. Each year, more students are requesting our services to identify additional opportunities for them to engage with the community. They are also expressing an interest in participating in on-campus programming that supports efforts to build and develop skills to engage with communities in ways that are rooted in principles of social justice, equity, and inclusion.

With our newly expanded permanently funded staff (a Director and an Assistant Director) we are now better equipped as an office to support more robust student-driven community engagement programs, services, and activities that will enhance students' academic experiences while also promoting personal growth and development. In short, the Student and Community Empowerment Initiative is intended to cultivate opportunities for students to engage with and organize other students in social justice oriented projects that build equitable communities on campus while also meeting community-identified needs. The specifics of how our budget requests will facilitate this goal is outlined in more detail in the section below.

**[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 the 2011-2012 academic year, our office collaborated with Student Life to co-coordinate three days of service activities (MLK, ASB, and Cesar Chavez). In 2012-2013, as a result of increased student need and interest, we have already co-coordinated two additional day of service activities beyond our original activities, including Welcome Week Day of Service and Make a Difference Day (Make Change PAWSible). Each day of service activity engages and benefits an average of 75 students. We have seen this number grow at each activity every year and are encouraged by the sense of community that is developed through these collaborative student-driven efforts. These days of service also provide tangible benefits to community constituents, ensuring that UW Bothell students build a positive reputation with our neighboring community. Please see attached program reports for "impact snapshots." We also have a demonstrated record of providing a diverse range of student-driven programming, largely as a result of the Student Civic Fellows Program. Examples of projects that previous Student Civic Fellows have supported are: Martin Luther King Jr. Day of Service, Cesar Chavez: A Social Justice Series, Alternative Spring Break, the Northshore School District Community Schools Project, and Earth Day. Fellows have presented at forums and conferences including the Teaching and Learning Symposium, the Innovation Forum, and the Continuums of Service conference. Additionally, fellows have developed campus-wide support for veterans and people with disabilities, have created social media tools for student and community engagement, and have conducted research that defines the needs of community organizations.

In order to expand and build our programming so it engages a broader number of students, each budget request is tethered to tangible benefits and is expected to engage a particular number of students:

- Five Student and Community Empowerment Organizers - These student workers will build ongoing extra- and co-curricular UWB student community engagement opportunities in collaboration with other campus programs and extra-campus partners to ensure that these services reach a broader range of students. Specific focal areas for these projects will include Closing Educational Opportunity Gaps and Building Healthy Futures through food security initiatives. These students will be responsible for engaging 10-20 students each per quarter in ongoing service initiatives. In total, we expect these student workers to engage with approximately 350 students over the course of the year.
- Student Civic Fellows - Civic Fellows will focus on student leadership development, mobilizing to support days of service/Alternative Spring Break, and building capacity for on and off campus community projects and engagement opportunities. Benefits will include increased student engagement with service projects and making this campus a more equitable, socially just, and inclusive environment. Civic Fellows will aim to help us mobilize and recruit 100-150 students for all day of service events, for a total of 500-750 students engaged.
- Community Engagement Workshop/Speaker series - two to three workshops or speaking engagements will be held each quarter to build new momentum around community engagement. This series of events will be open to all students, faculty, staff, and some of our community partners to engage with topics related to community engagement. Benefits will be to gain a deeper understanding of student and stakeholder needs for community engagement, and build a broader sense of perspectives and interests from students about service, social justice, and citizenship. We expect each event to engage 25-50 people, for a total of around 300 participants total over the course of this year-long series.

**[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?*

After each event, our office creates a program report that includes data of volunteers (students engaged), budget and expenses, details of impact, and other information to keep us informed for future events.

All Student Civic Fellows are tasked to complete a Quarterly Report (Fall, Winter, and Spring) that provides data on volunteers (students engaged), resources developed (non-cash resources), service projects, and community partners developed. It also prompts questions to identify training needs, sustainability practices, and impact stories of how their individual fellowship role impacts students and the community.

We will use the feedback from campus stakeholders, and particularly students, at our workshop and speaker series, and all other programs, to help shape and guide the programs that we offer in a direction that best benefits the needs that they identify.

## Additional Information

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

Quotes of impact from Student Civic Fellows -

"The service fellowship has allowed me to meet so many amazing people, and get involved in wonderful activities. Even better though, is the ability to reach out to other students and welcome them into the folds, showing them just how much service can positively impact your life."

"In 2012, over 4 million dollars was given back to families in need of money from the free tax preparation called VITA (Volunteer Income Tax Assistance) through the IRS. I hope to bring this program onto our campus to help our students, our surrounding community, and those who need it most: working families! This will also be a unique opportunity that will engage students from across disciplines."

"This fellowship has given me the opportunity to create a working narrative of the many community engagement projects the students of UW Bothell are involved with; a narrative that will contribute to the creation of a culture of service on the UWB campus and beyond."

"The civic fellowship program has become, for me, a critical piece for my undergraduate experience. Through the fellowship I have been able to enhance the knowledge I have gained from the classroom and put it into practice in a meaningful, and reflective project for this campus; a hands on experience that I can draw upon in my future endeavors."

"Being a Student Civic Fellow has more of an impact on me than just personal growth and building leadership skills. It engages me to be a better organizer for students and the community to be more actively involved in critical service events which creates a long-lasting impact on inspiring individuals I encounter along the way."

Fellowship Overview:

The Office of Community-Based Learning and Research supports and facilitates six Student Civic Fellows. The Student Civic Fellowship program is funded through the Student and Activities Fees (SAF) at University of Washington Bothell. Each fellow conducts research, coordinates events, implements service projects, and educates the campus and broader community about service, civic engagement, and community-based learning. Student civic fellows are a cohort of student leaders, but are assigned individually to a particular project that matches with the fellow's skills and interests. Student civic fellows have an opportunity to develop leadership, community assessment and research, community outreach, and professional skills.

General Fellowship Commitments:

- Serve October 13th 2012 through June 7th, 2013
- The Student Civic Fellow positions are project oriented, but will require 5-7 hours per week. Hours may include fellowship meetings, events, and service projects that are relevant to the project description, goals, and service site (if applicable).
- Attend daylong institute on Saturday, October 13th 10am-5pm.
- Attend monthly workshop/training held on the first Friday of each month 3pm-5pm.
- Attend and support events held by other Student Civic Fellows.
- Dedicate your role as a fellow to engage and empower other students.
- Meet with faculty, staff, or community partner mentor/advisor at least once a month.
- Advocate for and actively educate peers about community-based learning opportunities and ways they can participate in civic and community engagement.
- Serve as a student site leader for MLK Day of Service (Saturday, January 19th, 2012)
- Engage in prompted readings (assigned every other week) for reflection on the Student Civic Fellowship Google Drive site by midnight every other Sunday (beginning October 27th). Fellows are encouraged to respond to at least two other fellow's reflection by the following Sunday. Each fellow will prompt two readings throughout the year.
- Maintain a commitment to social justice and self-reflective practices.
- Create an on-going sustainability binder.

## 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.

Student and Community Empowerment Marketing and Communications Assistant: \$10,140  
\$13/hour x 52 weeks x 15 hours/week

Student and Community Empowerment Organizers: \$39,000  
\$10/hr x 52 weeks x 15 hours x 5 people

Student Civic Fellows: \$12,000  
Each fellow will receive \$400 per quarter for three quarters as a stipend (fellows commit to their project 5-7 hours/week)  
We intend to recruit 10 Student Civic Fellows for the program in 2013-2014 (please see additional information impact quotes and overview)  
\$400/qtr x 10 Fellows = \$4,000 per quarter

Total = \$61,140

**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.*

A primary way we will build momentum for the Student and Community Empowerment Initiative is through the offering of the following kinds of events:

- Days of Service Series (includes Welcome Week, Make a Difference Day, MLK Day, Cesar Chavez Day, and Earth Day) = Approximately 5 Days of Service
- Community Engagement Workshop/Speaker Series - We intend to host some afternoon cafes with refreshments, and some lunch cafes. We will use classroom space to keep the costs low. Honorarium will be requested for one speaker per cafe event. Two-three workshops will be hosted per quarter.
- CommUnity Luncheon - an end of year recognition and celebration for all campus and community stakeholders who participate in service and engagement. One luncheon will be held for the whole year.
- Alternative Spring Break Speaking Series and Activities- One Alternative Spring Break

We are requesting \$7,500 for honoraria for speakers who will contribute to these events.

We also want to reward students who are central to building momentum for the Student and Community Empowerment Initiative. This will include:

- Awards to recognize students who engage with service (awarded to students who meet a minimum outlined by CBLR and UWB campus): \$500

Total: \$8,000

### **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.*

Fellow Day-long Institute (conference room), end of year recognition (NCEC), Cesar Chavez event (NCEC) @ \$350/space plus fees, other engagement events

Total: \$1,500

### **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, individual fellow project related printing, promoting Student Civic Fellowship program to a broader student body, Conversation cafe events.

Total: \$1,000

### **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.*

Supplies for Student Civic Fellows, CBLR student-engagement events, and days of service. Flyers, posters, and other promotional materials for activities and events.

Total: \$1,200

### **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>*

Meals and refreshments for days of service, the Day-Long institute training, monthly trainings, recognition luncheon, and conversation cafe series

Total: \$7,000

### **Equipment Rentals/Purchase**

*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.*

New computers that will be utilized as workstations for student workers (4 each at \$1,200).  
Furniture to offer students a space to organize for community and peer engagement \$4000

Total: \$8,800

### **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.*

Transportation for student leaders and an adviser to attend out-of-state Continuums of Service Conference via flight and for travel to sites for days of service.

Total = \$5,000

### 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.*

Conference costs associated with students and CBLR adviser/staff to attend conference

Total: \$6,000

### Telecommunications

*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.*

One handset for student organizers

\$35x12

Total: \$420

### 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.*

Continuums of Service Conference registration fee is \$325/student. We intend to send up to 5 students to the conference. One staff/adviser registration fee of \$425.

Total: \$2,050

**[Required] Total Amount Requested** \$102,110

*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.*