

# 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 P Huston  
huston.aaron@yahoo.com  
Jan 15, 2013, 07:56PM PST

## ON BEHALF OF

Sustainability Organization at UWB & Cascadia CC (RSO)

## SAF Annual Proposal Form

**[Required] Proposing Group** Sustainability Organization

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

**[Required] Department/Organization** RSO

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

**[Required] Contact Person** Aaron Huston

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** AaronPHuston@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** 3606214384

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** Melissa Watkinson, AmeriCorps VISTA

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** mwatkinson@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 Sustainability Organization is a joint club with members and officers from both University of Washington Bothell and Cascadia Community College. As a campus and community, we strive to build networks with community partners, students, and faculty to broaden our experiences and knowledge. Our goal is to educate our campus community with environmental and sustainable practices, and to bring innovative ideas and projects to our community. We connect with students from multiple backgrounds and areas of interest by reaching out to business, policy, law, ethics, society, marketing, and health majors to name a few. Sustainability is one of the seven core principles at UW Bothell and our organization strategically plans events, projects, and conservation campaigns to improve our campus and strive to reach the campus's goal of embracing sustainability. We hold monthly meetings that are open to every student, staff, and faculty to share personal ideas on how we can continue to promote sustainability and educate others on the benefits of it. Sustainability is a critical part of our campus that has set our campus apart from others. We need to continue our work by addressing the fundamental issues of sustainability to help our campus learn, improve, and grow in an environmentally responsible manner.

#### **[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.*

There is no other student group, club, or organization working on sustainability issues at UW Bothell. This is a student-led organization which has succeeded for years with an active student body participating and planning events. Keeping the core principle of sustainability alive in our student body ultimately relies on our visibility, recognition, and activities on campus. This is heavily dependent upon the resources available for our organization so that we can continue meeting our goals.

#### **[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.*

We hope to bring all students into the Sustainability Organization sphere throughout their years at UW Bothell and Cascadia Community College by coordinating a variety of events that appeal to the vast diversity of students and disciplines at our campus. The benefits of our programs showcase multiple areas of knowledge to learn and grow from. For example, The UWB/CCC Earth Day Celebration showcases the core principle of sustainability by heightening the necessary awareness needed to improve our environment. It attracts business, marketing, technology, engineering, art, ethics, society, law students and other diverse fields that are all interconnected with sustainability and the efforts within. We encourage all students to participate in our events and to engage in meaningful discussions about sustainability within their area of study. It is students who are innovative and passionate about improving our university and drive our sustainability mission. All students can benefit from the organization's programs and services, ultimately, improving the university experience. The community benefit comes from student volunteer work, internships, and community outreach that helps improve the connection between UWB and the community.

#### **[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?*

We regularly hold meetings to talk about how the success of past events went and how we can improve them. We are constantly revising our events and brainstorming new ways to bring more people into the sustainability movement. We also have a sign-up sheet at every event to document attendees. We survey students, staff, and faculty by asking them how well the events went and what could be improved for next time. We build partnerships with local non-profit organizations and other municipalities such as the City of Bothell, 21 Acres, Friends of North Creek Forest, and other organizations and groups that assist us in developing strong student programs and events for our campus. Events including, but are not limited to, Earth Day, Earth Hour, Campus Sustainability Day, National Food Day, various restoration projects, movie showings, E-waste recycling and information, sustainable book drives, and other things that showcase ways to get involved with sustainability and environmental awareness.

#### **Additional Information** N/A

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

#### **Salary/Wages** N/A

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

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

#### **Benefits** N/A

*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.*

Total: \$5000

For the following events:

Earth Hour and Earth Day is in March and April. These events are huge celebrations on campus that includes a wide variety of demonstrative, educational, and community engaging events and activities. We also bring speakers and show movies that showcase specific environmental friendly or sustainable practices.

Earth Hour

- Guest Speaker (This is in the works to have someone come to campus and talk about how students and the community can work together to decrease the amount of resources they use) : \$250
- Live Music (local band to be determined): \$100
- Promotional materials: \$200
- Rent out Mobius or North Creek Event Center: \$350

Earth Day

- UWB Commons rental and facility fee \$32/hour for 5 hours: \$160
- Movie (to be determined) rights to play: \$150
- Facilities table set up/tent set up in UWB promenade: \$350 + \$50 (depends on the weather and if we need more tents)
- Stereo/Microphone set up by IT department: Quoted between \$50 - \$200
- UWB Commons for speakers and invited guests to showcase sustainable practices (Current presenters and organizations invited to table below): \$350
- Money for Local Environmental Speakers: Up to \$300
- Goat rental for education about sustainable invasive species removal: \$100 - \$200 depending on time and available space.
- Electric car showcase (includes latest in innovative and sustainable cars): Quoted \$200
- Live, local band that can advocate for sustainability and friendly-environmental practices: \$300
- Tree planting and also give away trees for people to plant (Last year we gave out over 100 tree starts for people to plant): \$300
- Tool/Equipment rental for tree planting: \$50- \$100
- Window Garden Sustainability Research Project: \$50
- Environmental T-shirt give-away for students who pledge to practice sustainable practices: \$300
- Food for students, staff, faculty, speakers, volunteers: \$800-\$1000

Innovation Forum 2014

- Guest Speaker (The speaker will depend on what the theme of the forum is next year): \$200
- Tabling Supplies (teaching tool, pamphlets, and give away items to help students be more sustainable) : \$100

The UW3 Plant Salvage Event was during the summer before construction began. We salvaged over 20 plants that were going to be destroyed forever and planted them in Husky Village so their existence could continue. We hope to have more events and more days to salvage plants from campus that will potentially be destroyed with the expansion of UW Bothell.

Equipment rental for these types of projects: \$200

Campus Sustainability Day/National Food Day was in October. It's a nationwide celebration for campus sustainability and for local, organic, healthy foods. We showed what our campus was currently doing to embrace their core principles of sustainability by trying to ban plastic water bottles and giving away reusable bottles to use on our filtered fountains. We also showed compost worms and held an E-waste recycling collection.

Equipment rentals, tables, set up/tear down, reservations for space: \$50-\$100

Other Events Include:

Lend-A-Paw Event

MLK Day of Service

Make a Difference Day

Alternative Spring Break

Plus many more events that attract many students and gets everyone excited about sustainable living!

These events support students, the campus, and the community. The engagement and knowledge gained at our events wouldn't be possible without SAF funds. Continuing with the existence of the Sustainability Organization as one of the most recognized and successful clubs is crucial. The organization enhances the university experience and it is the only student-led organization that accomplishes the university's core principle of harnessing sustainability and developing new ways to spread awareness of related issues.

#### 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.*

Total: \$700

(For costs of set-up and clean-up)

#### 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.*

Total: \$500

(For marketing and outreach efforts)

#### Office Supplies

*No answer submitted.*

*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>

Total: \$1000

(For food/refreshments for large events like Earth Day)

**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.

Total: \$500

(For Audio and Video equipment rental needs for events and student outreach efforts)

**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** Honoraria: Most Sustainable Student Award: \$100

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** \$7800

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 8, 2013 and Friday, February 15, 2013. Someone from my group will be available to attend a brief hearing scheduled during that time frame.