

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

Adrienne Neubert
snowfall54@gmail.com
Jan 16, 2013, 04:32PM PST

ON BEHALF OF

MBA Association

SAF Annual Proposal Form

[Required] Proposing Group University of Washington Bothell, Masters of Business Administration Association (MBAA)

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

[Required] Department/Organization School of Business - Masters of Business Administration

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

[Required] Contact Person Sean Buchanan

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 mbaapresident@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 (425) 780-3872

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 Gowri Shankar

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 shankar@uw.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>

With a student body of nearly 120 evening, graduate students who work full time, the MBAA has been able to accomplish a significant amount of events thus far, with a limited budget. The MBAA has been functioning 3+ years, but has only recently been recognized by the Student Activity Fees, SAF as a formal student organization. Within this past academic calendar year, the MBAA has concentrated at providing educational, professional development events that have become the requirements of MBA programs. These events looked to utilize a platform to identify a culture for the evening program and have received support from local, respective companies such as Nintendo and Microsoft. All of which was accomplished independent of the official UW Bothell school functions and made through personal MBAA connections. Looking forward, we have identified what the MBAA will focus on for our next steps. The MBAA exists to 1) Provide workshops, networking, and speaker series that develop the skill sets required of business leaders of the community, while adding value to the academic program. 2) Provide Opportunities for students to connect with MBA students, professors, and professional staff intra-campus and inter-campus. The MBAA aims to: 1) Immediately, the MBAA wants to understand, define, and help develop the culture of our students 2) Intermediately, we will increase UW Bothell standing and propel our MBA program to international prominence 3) Long term, the MBAA strives to be recognized with, work with/in and be identified with the local community. Lastly, the MBAA has reformatted our organization to include an officer transition quarter. Instead of having elections at the end of Spring Quarter, we have moved this process to the end of Winter Quarter. This allows for an entire academic quarter of officer training and transitioning that will assist in proper MBAA sustainability.

[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.

To our knowledge the Business School is the only academic department at UWB with a graduate, executive program that includes a student organization. As such, we look to the future in providing a leadership stance to the UWB students.

Our program and funding need is assistance to execute these events to help our student body. Furthermore, the MBAA looks to differentiate our program from every Puget Sound MBA program with a leadership advisor/career coach. This will provide the graduate students who volunteer for the MBAA, access to valuable knowledge/resources so that they may learn to lead our students and campus effectively.

[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 MBAA has provided a necessary platform for a fragmented program. With a vast majority of students working full-time, in addition to a graduate program; initially it has proved vital to connect our student body. As stated before we have a student body basis of nearly 120 members. Our current attendance has averaged around 41 students per event/activity with a 24% increase over last year. The major benefit of the MBAA, is the frequency of events. Within the 2011-2012 academic year, the MBAA provided 4 official events. Within the 2012-2013 year, we have already executed 5 events, with an additional 11 events planned.

Participants have been educated on Developing a Personal Brand, Career Success, Networking for Introverts, Defining your Personal Resources, How to Succeed/Introduction to the MBA program and Introduction to Project Management.

[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?

Tracking metrics, success and garnering feedback to provide a more effective program is vital. The MBAA already has been tracking our event success through number of student involvement, from a year to year and/or event to event basis. As we proceed to provide events with access to all undergraduate, graduate and alumni, this will prove more invaluable.

Future planning will include

* Creating online surveys to assess a feedback loop in improving the event and value the MBAA provides.

* Closing the loop with communication to the student body as the MBAA improves.

* Assessing the development of program as the future leaders improve the program

Additional Information

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

The MBA Association puts on events during the year to develop the professional skills of the MBA students. The MBA program is designed for working adults, and as such students are usually coming directly from work. Many events are held in the 4:30-6:00pm timeslot, directly before class, and we are requesting funds for snacks since students will not have time to get dinner prior to class. While the target audience is MBA students, these events are open to those in the undergrad business programs as well. Below are the events we have planned for the 2013-2014 academic year, and the anticipated budget breakdown for these events:

Autumn Quarter

Total Autumn Quarter Request: \$7,460

Leadership Retreat – July/August

- * Team Building and Goal Alignment for the MBAA Leadership, to create a cohesive culture amongst the four MBA cohorts
- * \$300 Facility Rental

Kick Off Event – September

- * Introducing the incoming MBA students to the program, their fellow classmates, second year MBA students and alumni. Purpose is creating a resource of people that can offer guidance and help as the incoming student goes through the two year program
- * \$500 – Food from Metropolitan Market

Professional Development – 4 events

- * A professional series that allows students learning opportunities beyond the academic. Topics might include project management, how to present yourself as a professional, and in-depth analysis of various professions. This would be open to undergraduate, graduate and alumni.
- * \$40 Snacks x 4 = \$160

Networking Event

- * UWb's MBA program has two focuses. The Technology MBA has classes at the UW Bothell campus, and the Leadership MBA has classes at the Eastside Leadership Center. Connecting the LMBA and the TMBA is a critical piece towards building academic and professional success, as it allows for more resources for each student. The inner cohort networking event allows LMBA and TMBA to connect, as well as first years to connect with second years.
- * \$300 Rental of ELC
- * \$200 Snacks

Annual Autumn Conference/Induction

- * Please note this is one of two flagship events for the UWb MBA. It is attended by approximately 60 students, all business faculty and alumni are invited as well. This event will feature a high profile key note speaker, most likely senior management from Microsoft, Amazon, or Boeing.
- * \$3000 Facility Rental
- * \$3000 Food

Winter Quarter

Total Winter Quarter Request: \$3,300

Cross Campus Networking

- * This event develops professional connections between MBA students at various colleges within the Puget Sound. UW Bothell MBA has created a reputation for these connections, and the cross campus event allows for MBA students to further develop their professional skills.
- * \$500 Zealyst Networking Event
- * \$300 Facility Rental

Keynote Event Networking

- * This is one of two flagship events for the UWb MBA. The MBA brings in a high profile individual to speak at the college, allowing students to hear from a very successful person and learn from what worked for them and what didn't.
- * \$2000 Speaker Fee
- * \$500 Facility Rental Fee

Spring Quarter

Total Spring Quarter Request: \$660

Professional Development – 4 events

- * A professional series that allows students learning opportunities beyond the academic. Topics might include project management, how to present yourself as a professional, and in-depth analysis of various professions.
- * \$40 Snacks x 4 = \$160

MBA/Professional Level Career Fair

- * Something that is lacking for the UWb MBA program is a career fair for students who are in the middle of their career. While there is a career fair offered to UWb Students, it caters towards the entry level student. The MBAA, working with Career Services, would like to put together a career fair that is geared towards those either at the graduate level or who have 5+ years of professional experience. This event would be held right before class time, and as such we are requesting snacks for the students who will not have time to get dinner between working all day and having class until 9:50pm.
- * \$300 Rental of ELC
- * \$200 Snacks

TOTAL EVENT REQUEST: \$5,420

MBAA Leadership Development Advisory/Coach

As mentioned previously, it is necessary to hire on a leadership advisory/coach to help educate and mentor the MBAA moving forward. This will provide the UW Bothell MBA program will a service that is not offered by any MBA program within the Puget sound area – one on one leadership coaching and could be accordingly marketed by the program as such.

Fortunately, we have been able to recruit Brooks Gekler, a UW Bothell part time, adjunct professor who will volunteer for this position this 2013 Winter and Spring Quarter. However, Mr. Gekler while not interested in pursuing this position for the 2013-2014 academic year; he is a perfect to help launch this program. With a background as the Senior Vice President of General Mills, contract work as a consultant, as well as teaching a UW Bothell undergraduate consulting class, the MBAA is lucky to have his assistance.

Mr. Gekler will help in identifying how best to format a MBAA Leadership Advisory/Coach, launch it and has even offered to help identify the proper candidate for the 2013 – 2014 academic year. Here are the requirements of our request:

- * \$6,000, which will be stretched across the entire academic, calendar year of 2013 – 2014
- * Will consist of 40 contact hours, throughout the year
- * Will preferably be a part-time, adjunct faculty member, or be hired on as such.

TOTAL EVENT REQUEST: \$11,420
LEADERSHIP DEVELOPMENT COACH: \$6,000
TOTAL MBAA REQUEST: \$17,420

Salary/Wages No answer submitted.

*Describe the funds you are requesting in detail below.
Please put total dollar amount of salary/wages in the bottom of this box.*

Benefits No answer submitted.

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 No answer submitted.

*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 No answer submitted.

*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 No answer submitted.

*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 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 No answer submitted.

*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 No answer submitted.

*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 No answer submitted.

*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 No answer submitted.

*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 No answer submitted.

*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 17,420.00

*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.