2015-2016 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Monday, November 16th, 2015

The intent of the contingency award is to fund student-initiated activities, events, projects, and services that were not proposed during the annual budgeting cycle. Contingency requests should represent new ideas for building and sustaining community on campus. As such, these requests are to be generated by student groups, committees, and boards. Other entities of the campus community are invited to submit requests during the annual budgeting cycle.

A contingency fund shall be established by the Committee as part of its annual budget and should represent approximately 5% of the projected fee revenue. The purpose of this money is to fund proposals throughout the following fiscal year. The Chancellor or his or her designate shall review and approve all such recommendations from the Committee.

All requests must be in accordance with the Services & Activities Fee Bylaws. The SAF Bylaws appear here: http://www.uwb.edu/studentaffairs/safc/safbylaws

Hearings will occur on Friday, December 4th, 2015 from 8:00am-12:00pm. Someone from your group must be available during that time frame to attend a brief hearing.

The SAF Liaison will be in contact with you by Monday, November 30th, 2015 to schedule your hearing date. If the Committee has any questions regarding your proposal, the SAF Liaison will directly contact you via email or phone.

Contact Karla Sanchez, 2015-2016 SAF Chair, with any questions or comments at SAFuwb@gmail.com.

Status: Pending
SUBMITTED BY
Mai Vo
maivo@uw.edu
Nov 16, 2015, 04:06PM PST

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[Required] Proposing Group
Club Council
(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)

[Required] Department/Organization
Student Engagement and Activities
(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person
Mai Vo
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
uwclubs@uw.edu
This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.
*Be sure to check your email regularly as the SAF Committee contacts groups via email.

[Required] Contact Phone
4253523518
This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Executive Summary of Your Proposal
Please provide a concise overview of the program, activity, or service for which you seek funding.
*Remember that the contingency process is for new ideas/initiatives only, all other requests must be made during the Annual Cycle.

Club Council is requesting the funding for a central website platform (like Orgsync) where student organizations and clubs can operate from. A central website platform is important because it will help student organizations on campus organize, create better visibility, and showcase UW Bothell’s student involvement growth.
Orgsync's contract with the University of Washington Bothell is ending in July 2016. To provide a more concise and inclusive community, Club Council is requesting funds for a central website platform where student organizations and clubs can utilize to manage student involvement, market their student organizations or clubs, and share information with each other.

Orgsync provided the basic functions to effectively organize programs and events on campus during the past 5 years. It has been the central platform representing student involvement on campus and served as a tool to gather interest for UW Bothell student organizations and clubs during. Along with that, Orgsync is also a formal way for users to see statistically how many students and clubs are actively involved on campus.

A central platform is also necessary because this is where many student organizations and clubs review budgets and ask for funding for their programs and events. Student Affairs uses Orgsync to support with fulfilling audit requirements. It would be enormously difficult and cumbersome to track approvals, reviews, and purchases to the standards required by UW without such software.

Club Council specifically uses this platform to manage clubs on campus and to better support them with easy access to forms and files. Club Council also uses this platform to track how many clubs are active versus inactive.

Essentially this platform will benefit the entire UW Bothell community – specifically students entering and returning as well as student organizations and clubs.

Orgsync currently has 4,186 users with 91 active portals (student organizations and clubs). With UW Bothell's focus on growth in the coming years, we must anticipate an increase in the number users and portals needed to support student involvement. The number of portals and students at UW Bothell impacts the cost for the platform.

The rising number of students admitted into UW Bothell will benefit from this platform because they will be able to go to one central place to learn more on how to get involved on campus. During the past 3 years, the increase of students admitted into UW Bothell also helped increase student involvement. There was a steady average increase of 875 students per year as shown statically on Orgsync by the number of users.

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

Club Council is currently in the process to get student feedback on whether they would like to renew our contract with Orgsync or would like to purchase a new central platform, such as CollegiateLink. In the past 5 years, Club Council has been continuously getting input from students on campus, holding forums and surveys as well as conducting focus groups on OrgSync. Currently, Club Council has two upcoming forums on November 17th and 18th to gather feedback on the platform. It is estimated that Club Council will come to a conclusion on which platform to purchase as informed by the student body at large by the end of December.
Club Council is requesting the amount $97,275. This is the cost of the highest platform, since as stated above, Club Council is still in the process of getting student feedback on which platform to use. A decision shall be made by the end of December as informed by the student body's input.

Orgsync's contract is set for 5 years with a cost up to $90,419.92 while CollegiateLink's 5 year contract would cost up to $97,275. Both contracts have options which could lessen the amount (reducing the number of portals, method of payment, removing functions), but should not exceed the above numbers.

[Required] Total Amount Requested
$97,275

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
[X] 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 requested amounts listed above.
--I understand that hearings will be held between 8:00am-12:00pm on Friday, November 29th, 2013 and someone from my group will be available to attend a brief hearing scheduled during that time frame.

Club Council intends to continue to have assessments each quarter to review the effectiveness of the platform. If during the contract years where it is found that the platform is ineffective, Club Council will use that information to make another decision on updating or upgrading to a new platform.

Club Council will also continue to review the statistics to oversee the actual numbers of student involvement and growth patterns to help assess how to better utilize the platform. For example, Club Council is currently using OrgSync to track how many club pages are currently active and inactive.