SAF Annual Proposal Form for the 2016- 2017 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 30, 2015 until 5:00pm on January 14th, 2016. 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 2016 to 2017 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 5, 2016 and February 12, 2016. 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. If the dates change, groups will be given 10 business days' notice.

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 1, 2016 and April 8, 2016. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

This is a two part-application. Please complete both this document and the funding excel spreadsheet and submit to the Dropbox by 5pm on January 14, 2016. Only applications that have submitted both documents by the deadline will be considered complete.

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.

* Indicates a required field
SAF Annual Proposal Form

Proposing Group*
(E.g. Career Center, Sustainability Club, Social Justice Organizers, etc.)

Achieving Community Transformation (A.C.T.)

Department/Organization*
(E.g. Student Affairs, Library Services, Recreation and Wellness, Student Clubs, etc.)

Community-Based Learning and Research (CBLR)

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.

Kah-Li Vuong

Contact Email*
This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal. Include a regularly checked email as the SAF Committee contacts groups primarily through email.

kahliv@uw.edu

Contact Phone*
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.

425-350-1159

Faculty/Staff Member*
Discuss your request with a staff or faculty member (i.e. Student Engagement and Activities staff or faculty advisor) before submitting your request and include the name
and title (i.e. John Smith, Club Advisor) of that individual. This person will also be listed as the budget owner.

Kara Adams

Faculty/Staff Member Email*
Provide the email of the faculty or staff member you discussed your request with.

caseykl@uw.edu

Executive Summary of Your Proposal*
Provide a concise overview of the program, activity, or service for which you seek funding. Explain how your proposal supports UW Bothell’s 21st Century Initiatives. Reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, refer to the applicable initiatives:
http://www.uwb.edu/21stcentury

Achieving Community Transformation (ACT) Leads – These student positions foster collaboration between UW Bothell and the greater Bothell community through planning community engagement projects for students to take part in. These could include, MLK Programming, Alternative Spring Break, Volunteer Local Fair, Holly House (toy drive), Eastside Retirement Home (conversation café), and other community benefit activities. In planning these activities, the ACT Leads will collaborate with multiple community organizations in the greater Bothell area, in addition to multiple offices at UW Bothell, to create a more inclusive, involved, campus community and environment. ACT Leads will conduct site leader trainings and facilitate reflection activities for fellow students. Students participating in these positions will take the lead role in coordinating these events, and gain valuable experience in building relationships with on and off campus partners and organizations, which will prepare them for success in their careers. ACT will serve as a resource to students, where they will connect students to community partners and guide students on the process of running different types of community activities.

In addition, ACT Leads will offer office hours for students to share service-learning/volunteer opportunities and highlight the importance of service-learning and giving back. ACT is trained in peer facilitation and reflection and will act as a resource for students on techniques of reflection and journaling for community based learning experiences.
(including community based courses, volunteer work, and student programming). In addition, ACT Leads will conduct outreach to students and faculty to share who ACT is as an organization and the resources they offer to students. Through ACT programs and services students will develop leadership, organizational, communication, and time management skills.

ACT and its activities are programmed with the 21st Century Initiatives in mind. **Growth:** ACT allows current students to interact within the Bothell community and through the service opportunities, students help create an image for UW Bothell that will encourage possible future students, from those they interact with. **Resourcefulness:** ACT represents a resourceful partnership between CBLR and multiple internal offices/organizations. Last year ACT partnered with Student Engagement and Activities, Admissions, Career Services, SJOs, OWLs, HEROs, ASUWB, SPEP, Students Affecting Change, faculty, and Cascadia Student Life. ACT acts as a bridge between the offices and other student organizations within UW Bothell and Cascadia College pooling together resources and creativity to offer students service activities. **Diversity:** Programs organized by ACT Leads revolve around subjects of environmental to social justice, and these programs educate students on social justice issues and how it intersects with service. ACT programming also aims to increase students’ self-awareness of identities and multicultural competence. An example of this is the collaboration with Youth Migrant Project (organization that works with migrant farm families in the Skagit Valley) for Alternative Spring Break. **Students-centered:** ACT’s service opportunities for students can be stress relieving, entertaining, and a chance for students to learn more about themselves and the world while giving back to the community. The larger events are student led by site leaders trained during meetings with ACT and community partners. Putting the events into the hands of student volunteers gives students a sense of ownership of the event and they feel more involved. **Community:** By involving students with a wide variety of community partners scattered around the greater Bothell area, ACT Leads enable students to give back to community resources they once used or benefited from and strengthen the community. In addition to planning ACT’s own events, ACT assists other student organizations and offices that wish to collaborate with external community organizations. **Innovation:** ACT allows for innovation brought by each individual member to shape the programs. Collaboration with other offices and students volunteers allows for many ideas to be voiced and recognized. **Sustainability:** ACT works with environmental community partners such as Friends of North Creek Forest, 21 Acres, Morethana Farm, and UW Bothell Wetlands to educate students in human, agricultural, and environmental sustainability and give students a hands-on opportunity to experience.

Need for this Program/Service*
In 200 words or less:
- Describe the need for this program or service. Explicitly describe how the program directly and/or indirectly benefits the UW Bothell campus community.
- Include any data that might support your proposal (e.g. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, provide that information here.

ACT works to provide opportunities for students to experience and interact within the community. The service activities that ACT provides give students a broader world view by engaging them with cultures, ideas, and communities similar and different from their own. Students are able to explore vocational interests through participating in different service projects. Students have expressed satisfaction, gratitude, and praise for previous years’ ACT programs and interest in future community engagement programs.

MLK Day of Service 2015 gave students the chance to give back in honor of Dr. King. One student expressed: "I'll probably remember the interactions I've had the most because it was interesting to hear about other people's reasons for involvement" (Rachel Xie). ACT was able to connect 100 student volunteers, 9 community partners and 12 service sites. Alternative Spring Break Programming for out-of-state and international students is crucial. It gives these students opportunities to volunteer and build community with each other and community partners. ACT will partner with RAs in campus housing in order to identify the needs of those students in order to offer overnight trips to build stronger relationships. We want to give students opportunities to learn more about service learning and apply it during service learning projects with on and off community partners.

**Estimate number of students that will benefit from your proposed program/service**

In 200 words or less:
- 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 propose the 2016-2017 ACT team will plan 3 large scale events; MLK Programming, Alternative Spring Break, and the Volunteer Local Fair. Additionally ACT will host at least 3 smaller scale events such as trainings, workshops and smaller service projects. Three ACT Leads will train at least 10 student site leaders throughout the academic year.
The larger annual service projects benefit an average of over 100 UW Bothell students each and the smaller service projects are estimated to benefit 20-30 UW Bothell students each. For each event ACT Leads will conduct pre-, during, and post reflection with the students to establish a closer relationship between the service project and themselves.

For the past 3 years ACT has led 3 large scale events, and at least 3 smaller scale events in the role of programming. For 2016-2017 ACT will additionally be offering facilitated spaces for collaborative reflection and act as a resource to students in their volunteering and community based learning experiences in addition to event programming.

**Assessment plan for the program or service**

- How do you plan to track the effects of this program or service?
- How would you track how successful it was and what you could change in the future?
  - If needed, include any other information you feel is relevant to your request.

ACT Leads use reflection activities and surveys to assess program satisfaction. ACT Leads also utilize registration information such as class level, major, etc. to assess the reach of the program amongst the student population. This current year, the ACT Leads are diligently using last year’s post survey results to improve upon ACT events and decide how to make events even more successful and impactful.

**Salaries/Wages**

Describe the funds you are requesting in detail below including: number of positions, hours per week, position title, salary, etc. Explain any differences or distinctions in positions. Benefits will be calculated on the spreadsheet, as appropriate. Put total dollar amount of salaries/wages in the bottom of this box and on the spreadsheet.

**ACT Service Leads:**

3 ACT Service Leads:
- $13/hr. x 14 hours a week x 17 weeks (Sept 1st 2016-Dec 31st 2016) = $3,094
- $15/hr. x 14 hours a week x 23 weeks (Jan 1st 2017- May 31st 2017) = $4,830

3,094 + 4,830 = 7,924 x 3 = $23,772

**Total for year:** $23,772

**ACT Service Leads Description:**
The 3 ACT service leads will work 10-14 hours per week for a total of 40 weeks. ACT leads will be required to do 10 office hours per week and the other 4 hours will include meetings with students, and/or community partners outside of office hours. The amount of
hours may fluctuate between 10 and 14 weekly, increasing during peak times when planning/running events which is why the ACT students will be stipend.

ACT Advisor:
- 25 hours per week x 16.51 = $412.75 per week
- $16.51 per hour
- 42 weeks x $412.75

Total for year: $17,335.5

ACT Advisor Description:
In the past academic year ACT has been supported by a temporary part-time program coordinator position at 12 hours a week. The ACT students need more support than a 12-hour a week advisor. Based off of the amount of training and support ACT needs to do event programming, peer facilitation, and education/awareness workshops, we recommend having at least a 25-hour a week advisor. The advisor will work approximately 42 weeks in order to prepare for training ACT leads. It would be extremely difficult to reach students and provide the resources and community based learning opportunities to students without having an advisor to help guide us in our work.

Grand Total for salaries and wages: $41,107.5

Programming/Events
Describe the funds you are requesting in detail below, including: costs relating to security, honorarium, hospitality, and contracted costs, etc. Put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

$2000 for MLK Programming (includes food, facilities, equipment, decorations, transportation, and guest speakers). Food is important to provide for students when doing extended (all day) service projects in order to complete the service projects and fully engage with the community.
$3000 for Alternative Spring Break (includes food, transportation, equipment, and lodging for overnight stay e.g. Habitat for Humanity)
$100 for Volunteer Local Fair
$300 for additional programming/smaller events (such as clothing, food drives, smaller service projects).
Facilities Rentals/Set-Ups
Describe the funds you are requesting in detail below including: facilities rentals/set-ups, custodial fees and clean up. Put total dollar amount of facilities in the bottom of this box and on the spreadsheet.

Facilities Rentals/Set-Ups are included in programming costs.

Printing & Photocopying
Describe the funds you are requesting in detail below. Put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.

$600 (site leader packets, marketing, agenda, meeting notes, thank you cards, certificates, and flyers)

Office Supplies
Describe the funds you are requesting in detail below. Put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.

$100 for supplies for the academic year
- Name tags
- Large poster size sticky notes
- Binders
- Pens
- Folders
- Note pads

Food/Refreshments
Describe the funds you are requesting in detail. 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
Put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

$240 Lunch for ACT Student Leaders initial training (5 days, $12 per person, 4 people including ACT Advisor)

Equipment Rentals/Purchase
Describe the funds you are requesting in detail. Include information on the purpose/need for this equipment as it relates to your program or service. Put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.
Equipment Rentals/Purchase are included in programming costs.

Transportation
Describe the funds you are requesting in detail below including: in state or out of state, justification for out of state travel and type of transportation. Note: flight booking is managed through the University. Put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

Transportation is included in programming costs.

Meals and Lodging for Travel
Describe the funds you are requesting in detail below. Ensure that you are in compliance with applicable per diem rates for meals. The rates are available at them following link: [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)
Note: hotel bookings are typically managed through the University. Put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

Meals and Lodging for Travel are included in programming costs.

Operations
Describe the funds you are requesting in detail below. Put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet. Phone lines should be calculated at $10 per line per month.

Computers are included in CBLR operations.

$90 for one phone line (9 months x $10 a month)

Other
Include any other expenses that do not fall under any of the above categories, in detail. Put the total dollar amount of other in the bottom of this box and on the spreadsheet.
$400 Promotional Items (T-shirts, Pens, Bracelets, and Journals)

Promotional items will allow ACT to gain recognition on campus about their organization and be able to effectively reach more students.

**Total Amount Requested**
List your total amount requested, using the total from the spreadsheet.

$47,938

**Terms and Conditions**
By submitting this application, you are agreeing to the terms and conditions below:

- I have read and agree with the terms and conditions of the SAF Bylaws: [http://www.uwb.edu/studentlife/safc/safbylaws](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 11:00am, tentatively scheduled for Friday, February 5, 2016 and Friday, February 12, 2016. Someone from my group will be available to attend a brief hearing scheduled during that time frame.