

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.)

ASUWB

Department/Organization*

(E.g. Student Affairs, Library Services, Recreation and Wellness, Student Clubs, etc.)

Student Engagement & Activity

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.

Jesse Trinh

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.

Asuwbops@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.

206-422-8377

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.

Andrea Ramirez

Faculty/Staff Member Email*

Provide the email of the faculty or staff member you discussed your request with.

ramiandr@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>

We, the Associated Students of the University of Washington Bothell, are the official representative voice for all students within the University. We exist to empower our student body through: serving as a liaison between the students and faculty, staff, alumni, and administration; and diligently serving with integrity, honor, and enthusiasm while always aware of our University's proud tradition of academic excellence. Since its creation in 2005, ASUWB has grown from a total of a body of five officer positions, to a current total of 15 officers. Over the coming year, the University of Washington Bothell is expected to grow to over 5,000 students. The effect of these numbers tasks ASUWB with representing a rapidly increasing student body. Each year, ASUWB officers are required to fulfill an increased amount of responsibilities including, but not limited to; participating in more university committees; advocating for more student concerns, issues, and needs; communicating with faculty, staff, and administration; and disseminating information on student opportunities (i.e. scholarships, events, workshops, job openings, leadership development, official university news, and pertinent city, county, state and federal legislation). Each member of ASUWB is responsible for managing programs such as Holly the Husky, Student Supply Tables, Student Academic Enhancement Fund, Campus Food Trucks, Student of the Month Awards, Washington Students Association Membership, Student Discount Program, as well as a multitude of events and other programs. Student government officers are required to attend every meeting of the board, hold weekly office hours, and develop relationships with student organizations while constantly upholding a high level of professionalism. As the campus community continues to grow, each officer has a consistently increasing responsibility to best represent their constituents. We have established and are striving toward an ambitious set of goals for our team to ensure we continue to serve students in a professional and effective manner. In order to achieve our goals, we have created a series of objectives to strengthen the power of the student voice by advocating for its presence in University decisions. We are committed to strengthening our connection with students by making our organization more accessible, transparent, and approachable. We actively participate in student discussions to listen, and ensure that our goals and objectives align with the needs of the student body. Additionally, we strongly advocate for access and affordability to higher education by fighting for college affordability, capital investment, community well being, civic engagement, campus diversity, veteran services, and transportation.

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.

The Associated Students of the University of Washington Bothell are elected by the students to serve the entire student body. ASUWB is an essential entity of the University of Washington Bothell. In our current capacity, we serve as the sole governing body, to communicate student's' needs to administration, faculty, and staff. Examples of how we have successfully used our SAF funding include: surveying students to allow transparency between administration and students, developing the food truck program, and providing the Student Academic Enhancement Fund to give students the opportunity to attend academic conferences. We do not receive alternative sources of financial support.

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.

All UW Bothell students benefit from the services that ASUWB provides. As the student governing body, we make decisions and represent undergraduates and graduate students alike. Additionally, we work closely with UW Bothell alumni, faculty, staff and administration.

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.

The Associated Students of the University of Washington Bothell plans to survey or use alternate mediums to review the success of our programs and services. With this information, we are able to review and format our programs/services if necessary and see if ASUWB is being efficient with our outreach.

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.

- President – 19.5 hours/week * 48 weeks/year * \$19.6/hour = \$18,345.6 (stipend)
- Vice President – 19.5 hours/week * 48 weeks/year * \$18.6/hour = \$17,409.6 (stipend)
- Directors – 19.5 hours/week * 40 weeks/year * \$15/hour = \$11,700 * 5 Directors = \$58,500 (stipend)
- Senators – 10 hours/week * 40 weeks/year * \$15/hour = \$6,000 * 6 Senators = \$36,000 (stipend)
- First Year/ Graduate senator- 10/week * 28weeks/year * \$15/hour = \$4,050 * 3 = \$12,150(stipend)
- Holly – 85 hours/year * \$15/hour = \$1,275 (hourly)
- Elections Committee Chair – Total - \$3,000 (hourly) (Breakdown listed below)
 - Fall 8 hours/week* 10 weeks* \$15/ hour = \$1,200 (hourly)
 - Winter 8 hours/week* 5 weeks* \$15 hour = \$600 (hourly)
 - Spring 8 hours/week* 10 weeks* \$15/ hour = \$1,200 (hourly)

Total Requested: 146,680.2

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.

- ASUWB Elections: \$3,000
 - Husky Huddles/Student Town Hall: \$3,500
 - SAEF Presentation/Spring Signature: \$ 3,000
- Total Requested: \$9,500

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.

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.

Marketing: $800/\text{quarter} * 3\text{quarters} = \$2,400$
Printing and Photocopying: \$5500
Total Requested: \$7900

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.

Campus Supply Tables: \$1,000
Ordinary Office Supplies: 550
Total Requested: \$1,550

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.

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.

Put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.

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.

- Board of Regents Meeting @ UW Seattle: \$30/trips * 1trip/month * 11 months = \$330
 - Tri-Campus Meeting: \$50/trip * 2 trips = \$100
 - Meeting with Central Administration @ UW Seattle: (average) \$30/trip * 4 trips = \$120
 - PAC's: \$30/trip * 50trips = \$1,500
 - Olympia: (average) \$55/trip * 10trips/year * 2 vans = \$1,100
 - WSA ground transportation \$100/trip * 1trip/month* 12 months= \$1,200
 - Misc: \$500
- Total Requested: \$4,850

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>

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.

- Conference Registration: \$509/person * 13 people = \$ 6617
 - Per Diem: \$50/day * 4days * 13 people = \$2600
 - Flights: \$575/person * 13 people = \$7475
 - Baggage: \$25/person * 13 people *2 trip = \$650
 - Hotel: \$230/room * 6rooms * 5nights = \$6,900
- Total Requested: \$24,242

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.

<http://www.washington.edu/itconnect/service/telephones-and-voicemail-services/>

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.

- Rainy Day: \$13,168
 - *Rainy Day fund is a combination of \$7,000 for unforeseen costs and \$5397 for potential WSA membership and training at \$1.24/student * \$6,168 * 4992FTE
 - Promotional: \$1,000/quarter * 3quarters = \$3,000
 - SAEF (Student Academic Enhancement Fund): \$25,000
 - Holly supplies/maintenance: 3,500
 - ASUWB training = \$4,000
- Total Requested: \$48,688

Total Amount Requested*

List your total amount requested, using the total from the spreadsheet.

\$270,966

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>
- 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.