

## 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.)

University of Washington Bothell Campus Garden

### Department/Organization\*

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

Facilities Services

### 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.

Marshall Leroy

### 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.

Mleroy2@u.washington.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)219-7995

**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.

Tony Guerrero

**Faculty/Staff Member Email\***

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

aguerrer@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>

The Sustainability Student Lead position will work directly with, and be supervised by the Facilities Sustainability Coordinator to enhance sustainability initiatives on and around campus. Sustainability at UW Bothell encompasses multiple aspects, such as the upper lands, wetlands, waste management, green building features, the new solar panels, food systems/services, and transportation. The Sustainability Student Lead will work with students to promote sustainable programs, knowledge, and values through education and outreach about the different sustainable practices that exist and could exist at UW Bothell. Outreach will include monthly volunteer events meant to connect students with the restoration and sustainability projects on campus. There will also be a Five week period during summer quarter in which workshops and work parties will occur to help promote sustainability throughout the year. These work parties will build relationships between students and promote sustainable values and culture around campus. In addition the Sustainability Student Lead will be responsible for coordinating monthly workshops to provide students with tools needed to live more sustainably. Another function of the Sustainability Student Lead position will be in assisting the University of Washington Bothell Campus Garden (if this campus garden comes to fruition). Additional duties would include connecting students to sustainable resources already available to them. Finding transportation alternatives is key to our sustainable future, the Student Sustainability Lead will be available to work with students in finding alternative forms of transportation to campus; this may include finding bus routes, bike paths, or carpools. The 21<sup>st</sup> Century Campus Initiative expressly states that sustainability is a key focus for our campus now and in the future. The Sustainability Student Lead position is meant to assist the sustainability coordinator in connecting students to sustainable program and knowledge; this falls directly in line with the sustainability focus of the 21st Century Campus Initiative.

**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.

Our campus is rapidly growing and new programs and communities are continually forming. Multiple student groups and courses (environmental science courses/faculty, ACT Student Organization, HERO Student Organization, OWL Student Organization, etc.) approach the Grounds Keeping staff to lead tours and volunteers projects in the wetlands, worm bin demonstrations, sustainability tours of the facilities. Sustainability Student Lead would be trained to be able to lead many of these educational sustainability learning experiences for students on campus. The Sustainability Student Lead would also benefit students by providing workshops centered on sustainable practices. Such workshops could focus on alternative transportation such as bike maintenance and safety, or they could be centered on patio, gardening or any number of other sustainable practices. Workshops such as these could save students thousands of dollars a year as well as reduce congestion in the UWB parking lots. The Sustainability Student Lead would also help students find alternative sustainable lifestyle choices, such as finding the safest and shortest bike routes to school or helping students find alternative and healthy food options around their homes or on campus.

**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.

The promotion of sustainable culture and values around campus will have a broad impact, reaching far beyond the direct impact of formally organized classes and events. However the impact from formally coordinated events breaks down as follows:

**Monthly workshops:** We propose the 2016-2017 Sustainability Student Lead would offer 9 workshops per year with an estimated attendance of 10 students per workshop .

**Volunteer events and work parties:** We propose the 2016-2017 Sustainability Student Lead coordinate 9 work parties per year with a projected attendance of 20 students at each event.

**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 purpose of this position is to provide services/education to students, helping them connect with sustainability on campus and become more sustainable in their everyday lives. The success of this position will be assessed quantitatively by the number of students who attend work parties, volunteer efforts, participate in workshops and seek the help of the position. Qualitatively the position will be assessed via surveys given to workshops and volunteer participants directly after the event. These surveys will gauge the effectiveness of the presenter, the relevance of the workshop or activity to students lives as well as an area where students can write in suggestions or complaints. The position which works directly under the Sustainability Coordinator will be assessed quarterly by the Sustainability Student Lead and the Sustainability Coordinator for relevance and potential improvement.

**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.

We are requesting funds to pay the salary of a single student, the Sustainability Student Lead. Because of the change in student salaries on January 1<sup>st</sup> 2017 we have shown two pay grades. The first is for \$13 an hour for autumn quarter 2016 the second is for winter, spring. A third budget is presented showing summer quarter 2017 at a pay grade of \$15 an hour.  
Sustainability Student Lead:

13 weeks \* 15 hours per week \* \$13 an hour = \$2535  
22 weeks \* 15 hours per week \* \$15 an hour = \$4950  
5 weeks \* 15 hours per week \* \$15 an hour = \$1125  
Total = \$8610

Benefits: \$8610 \* .188 = \$1618.68

### **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.

\$2500 For the cost of supplies for workshops and volunteer events.

### **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.

None

### **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.

We are requesting \$200 for printing and photocopying to pay for posters, flyers and cards which will allow the sustainability student lead to engage with community members.

### **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.

None

### **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.

None

### **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.

None

### **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.

None

### **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.

None

**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/>

None

**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.

**Total Amount Requested\***

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

$\$8610(\text{Stipend}) + \$1618.68(\text{Benefits}) + \$2500(\text{Events}) + \$200(\text{Printing}) = 12,928.68$

**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.