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.)
Campus Events Board

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

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.
Aj La Torre

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.
uwb-ceb@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.
425-352-5266

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.
Sam Al-Khoury, Advisor
Faculty/Staff Member Email*
Provide the email of the faculty or staff member you discussed your request with.
sea2@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

Campus Events Board is “committed to providing all students with a purposeful and positive collegiate experience through diverse programs and events.” Through programming, we strive to create an educational, safe, and welcoming environment for all students outside of the classroom. We are an organization that strives to enrich the culture of campus and student life. This correlates to the student-centered pillar highlighted in the 21st Century Campus Initiatives of the University of Washington Bothell. Other pillars that the Campus Events Board mission compliments are diversity and community. The programs that the board host every quarter are planned with inclusiveness in mind. We want to provide programs that are welcoming and will appeal to different audiences and interests. The Campus Events Board helps students find a balance between education, work, and leisure time while giving students the chance to build a connection to the community and the campus (based on CAS Standards 2009). Campus Events Board is supported by Student Engagement & Activities, which it depends on for professional staff advising, basic supplies, access to equipment and facilities, and training.

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 Campus Events Board serves as the primary programming board for the campus. Unlike many campuses in this state, we lack a Greek community or extensive on-campus housing options; as a result, Campus Events Board fills a critical void in building community at UW Bothell. We provide students with co-curricular experiences that impact students, not just in their coursework and their experience of the UW Bothell community, but supports their growth and development as leaders and members of this community.

For example, the Campus Events Board co-sponsored the annual Spring Fest campus carnival. In 2014, this event registered more than 800 attendees. This past spring, Spring Fest registered almost 1,150 attendees on field events alone, and even more participated in auxiliary events on other parts of campus. Spring Fest is largest single student-led event on campus and completely transforms the entire campus environment, giving students a true collegiate experience.

With our SAF funds, we have also supported other organizations on campus including but not limited to: the Social Justice Organizers, Health Educators Reaching Out (HEROs), Resident Housing Association, and Japanese Student Association (JSA). As members of the Campus Events Board, we create and co-sponsor with a number of departments, organizations and clubs to put on programs for our campus community. We often co-sponsor events with other on campus organizations to share our resources and reach out to a wider range of students.

**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.

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We planned and executed approximately 32 large-scale, campus wide events during Winter, Spring, and Autumn 2015. This averages out to 1 event each week of class. This total does not include smaller tabling events, marketing events, vendor meetings, planning committees, or conferences. Below are highlights from those events, which were held since our last budget proposal with attendance listed in parentheses afterward.

- .5K and ARC Carnival (350)
- Under The Sea Masquerade Ball (555)
- Spooktacular (530)
- A Cappella Night (260)
- "Pixels" Movie Night (145)
- EV.OL.VE Poetry Night (135)
- Sea Social (115)
- Laci Green: Best Sex Ever (278)
- Casino Night (180)
- Frost It Yourself (218)
- Drag Brunch (220)
- Black History Month Film Nights (114)
**Lunar New Year (450)**

Since UWB is a commuter campus, we strive to reach as many students on campus as possible. In the last calendar year we have had more than 7000 participations, including 3040 participations in the autumn quarter alone; this is a 90% increase in attendance over Autumn 2014 (1605 participations) and nearly 5 times the attendance in Autumn 2013. This is a direct result of the increased funding available to us for programming, training, and conference attendance through SAF’s allocation for the last two academic years. Increased funding to CEB has resulted in a direct and beneficial impact on the student body’s engagement with this university. With our increased funding, we are expecting the trend in our rising attendance to continue.

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**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 Campus Events Board is constantly assessing the value, success, and quality of their programs. We use student interest surveys to gauge campus culture, interest in different kinds of programs, and times that students are most able to attend. We constantly ask ourselves what the purpose of the program is and what needs are being addressed. All programs must meet one or more of eight pre-determined participant learning outcomes, which are based on the Council for the Advancement of Standards in Higher Education (CAS). Each program must also have a clearly defined plan for assessment tailored to that program and its learning outcomes.

Examples of assessment tools include quantitative data from student attendance and surveys, and qualitative data from surveys, social media, and intentional interviews with program participants. CEB also files program evaluation documents, which include the assessment data and additional notes on program successes and opportunities for improvement. This is incorporated into an event folder made to keep documents like emails, contracts, attendance, program proposals, receipts, as well as any other important notes so that future programmers can continue successful programs and to analyze and improve them.

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**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.

CEB currently has 6 student programmers (Entertainment, Special Events and Traditions, Marketing and Graphic Design, Public Relations, Social Issues and Family, and Arts and Awareness) and 1 student chair.

**Chair:** 1 student x 19.5 hours per week x 26 weeks x $16 per hour = $8,112
1 student x 19.5 hours per week x 22 weeks x $14 per hour = $6,006
Chair total wages = $14,118
Programmers: 6 students x 17 hours per week x 26 weeks x $15 per hour = $39,780
6 students x 17 hours per week x 18 weeks x $13 per hour = $23,868
Programmer total wages = $63,648

Total Wages = $77,766

Benefits: $(wages) x 0.188 = $14,620.01
Total Salaries + Benefits = $92,386.01

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.

CEB Regular Programming: $60,000
We plan to spread this amount roughly evenly across each quarter of the standard academic
year (Autumn, Winter, and Spring). We divide this total into a budget that each student in
CEB manages for different themed programming (such as Arts & Awareness, and Social
Issues and Family programs). Funds may be applied toward facility rentals; set-up fees;
honoraria, travel, and equipment rental fees for musicians, entertainers and speakers to come
to campus; printing and photocopying; office supplies; event supplies; marketing and
promotional materials; and any other costs related to event planning and execution. This
funding allows us to execute the events described earlier in this proposal. We also would like
to ask that the standard SAF limit on promotional materials of $800 be extended to $3000 to
allow us to improve our ability to market our events and services to students.

CEB ARC-Specific Programming: $10,000
Since the opening of the ARC, we have held many of our events on the 2nd level, including
events such as Lunar New Year, Casino Night, and Spooktacular. This has helped us increase
our attendance due to the central location and student usage of the ARC. The requested
amount will go towards those events that are ARC specific.
Total requested amount: $70,000

**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 is included in the “programming/events” category.

**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.

Printing & photocopying are included is included in the “programming/events” category.

**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.
Office supplies are included in the “programming/events” category.

**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.

Food/refreshments are included in the “programming/events” category.

**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.

Equipment rentals/purchases are included in the “programming/events” category.

**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 costs are included in the “programming/events” category.

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 the 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.
Meals and lodging for travel for students is included in the “other” category. Meals and lodging for travel for vendors is included in the “programming” category.

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/

Operations costs are included in the “programming/events” category.

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.
Collaboration/Special Projects: $10,000
The Campus Events Board is the main programming board here at the University of Washington Bothell. Because of this, we strive to collaborate with other departments and organizations in order to reach a broader audience. In the past, we have financially assisted programs that have been consistent with our organization’s mission and that have been brought to us by Student Affairs, several campus clubs, Recreation Supervisors, Universal Leadership Conference, Resident Assistants, ASUWB, Social Justice Organizers, Orientation, and the Residence Hall Association. This budget will also account for special projects such as last minute Welcome Week programs, or hosting major speakers like Laci Green.

Conferences and Association Membership: $13,500.00
This is to be used for CEB to attend the regional National Association for Campus Activities conference (in Ontario, CA this year), and other conferences that may add to the knowledge of the programmers. This fund includes, but is not limited to meals, lodging, travel, and registration fees. This fund supports travel for 7 students and the CEB advisor. In the event that there are excess funds after the conference, the remainder will be used for additional training and professional development for these individuals.

Autumn training and other professional development: $3,000
This is to be used for training and developmental programs throughout the year, including summer training and fall training camp.

Total requested amount: $26,500

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

$188,886.01

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.