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.uwbb.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.)
Club Council

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.
Mai Vo

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.
uwbclubs@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.
453-352-3518

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

Club Council will be requesting funding for administrative and programming expenses on behalf of all student clubs. This includes the Club Council salary for 6 student leaders who will continue to guide club officers and members to success and programming dollars to help support clubs.

Club Council is dedicated to empowering students at UW Bothell by promoting, recognizing, and integrating diverse interests to build unity on campus. We strive to create a positive and inclusive environment through guiding the process for club success.

The work of the Club Council and clubs directly supports the elements of the 21st Century Campus Initiative, including Resourcefulness, Diversity, Community, Innovation, Sustainability, Growth, and Student-Centered.

Club Council works hard to promote getting involved on campus because of the rich experiences that can be gained from joining a club or student organization. This directly correlates to student centered initiative which is to “Enhance student services to support academic success and enrich student life.”

All of the clubs on campus are student run and student lead. As students work together to achieve their mission as it fits into the 21st Century Initiatives, they are sustaining their vision with Club Council’s support. This directly connects with the element of Growth and Community.

Moving forward, Club Council’s proposal supports the initiative of Diversity because clubs are constantly bringing diversity to the UW Bothell campus with its wide variety of missions and goals. Club Council is here to support clubs with their initiatives to fulfill their mission and goals by helping them with administrative duties and providing resources such as providing budgets, event planning, marketing, and more.

With that, clubs are a great way to find and build community on campus and are essential to the University of Washington Bothell campus. In addition, Club Council is important because Club Council works hard to ensure that those participating in clubs will find a profound and meaningful social and educational experience. Not only that, Club Council advocates for clubs
to continue to build a strong legacy on our campus through various trainings and resources that they make available.

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.

Involvement in a club is one of the most accessible and unique ways to become active in the UW Bothell community. Clubs are an opportunity for every student, from first years to graduate students, to craft their experience from the moment they arrive on campus.

Club Council, in partnership with the Student Engagement and Activities, provides club members the opportunities, resources, and support necessary for leadership development, organizational management, and skill development outside the classroom, which are critical elements of a robust college experience.

Club Council is an important aspect in helping foster successful clubs and the experiences that it offers to UW Bothell students. Club Council does a multitude of administration duties that help support clubs in their daily functions and have many resources available for their use.

Clubs are using Club Council’s resources to gather interest among their peers and learn from each other. Clubs use Club Council’s resources to also reach outside of the UW Bothell community to learn ways to improve their clubs by attending conferences and other educational events that align with their mission and goals. Major club events and programs would not be possible without this funding from SAF and help from Club Council.

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.
Funds received will benefit not only students in existing clubs, but will extend to those who would like to join one and be more involved with the campus. Through these interactions, Club Council will encourage community building on campus which will help to enrich each student’s experience.

Last year at the end of Autumn quarter, Club Council had around 30 clubs active on campus, this year Club Council has 46 clubs officially recognized for completing registration and 14 currently still pending. This growth shows that Club Council has 60 clubs currently active within the first quarter, each with 5 officers. The vast majority of clubs have far more than the minimum of 5 students, and some have over 50 members.

Club Council works directly with these students during Officer Training, 1 on 1s for event planning or club support, and during all of our processes for forms and budgets.

As the campus continues to grow in the number of students, the number of students involved in clubs are also growing rapidly. It is important that we have these funds to support our clubs because each of these clubs fosters a community environment on campus.

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.

Club Council is intentional in continually gathering student feedback in formal and informal ways.

Formally, Club Council plans on getting feedback from clubs every quarter by conducting surveys on Orgsync or at events planned by Club Council. For example, Involvement Fair and Club Camp in Autumn quarter will assess what clubs need for the year while Night Fest held in Winter quarter and Recognition Banquet held in Spring quarter will assess how Club Council can improve and clarify their processes to better support clubs. Forms are kept on Orgsync to keep track of processes and provide proof of review.

At the end of every event held by Club Council, Club Council will assess their events to see how success it was in bringing more exposure to the clubs and getting necessary feedback from the clubs.

For club events and programs, Club Council will continue to work with clubs to help them improve their events or programs for next time as well by holding regular 1 on 1s with officers.

Informally, Club Council practices asking clubs how they are doing and what Club Council can do to better assist with any club processes. Club Council builds strong relationships with clubs through offering support, being transparent, and proactively seeking input on process 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.

The Chair is expected to work 19 hours a week while school is in session. Chair hours were calculated to be paid at $14 until January 1st, and then $16 thereafter.
508 hours (July-January) x $14 = $7,112;
495 hours (January-June) x $16 per hour wage = $7,920.
$15,032 for the Club Council Chair

Club Council members are expected to work 16 hours a week to support clubs while classes are in session. Member hours were calculated to be paid at $13 until January 1st, and then $15 thereafter.
292 hours (July-January) x $13 = $3,796;
336 hours (January-June) x $15 per hour wage = $5,040
$8,836 x 5 Club Council members = $44,180 for 5 Club Council members

Club Council member breakdown:

Chair – the Chair supports Club Council members with their daily operations and delegates duties, oversees general Club Council members’ interaction with clubs, and is in charge of facilitating all meetings, coordinating with the adviser, updating processes and reviewing Club Council overall to better operations.

Secretary – the Secretary supports Club Council by maintaining all correspondence with clubs via email, phone, or written document. The Secretary is in charge of note taking and keeping at all meetings. Lastly, they are in charge of supporting their designated club categories with event planning, budget request process, marketing, etc.

Treasurer – the Treasurer keeps track of all budget related things regarding to Club Council and clubs. They are also in charge of supporting their designated club categories with event planning, budget request process, marketing, etc.

Recognition Coordinator – the Recognition Coordinator keeps track of all clubs and their process to getting officially recognized by Club Council and UW Bothell. They are also in charge of supporting their designated club categories with event planning, budget request process, marketing, etc.

Marketing Coordinator – the Marketing Coordinator is in charge of overseeing the printing requests sent in from clubs, taking photos at events, creating resources for clubs if they are interested in graphic design, and creating graphic content for Club Council. They are also in
charge of supporting their designated club categories with event planning, budget request process, marketing, etc.

Public Relations Coordinator (New Position) – the Public Relations Coordinator is in charge of overseeing Club Council’s social media presence, works with the Marketing coordinator to put up physical posters on campus, in charge of marketing Club Council and ORGSYNC through various forms such as tabling. They are also in charge of supporting their designated club categories with event planning, budget request process, marketing, etc.

Total request for 6 Club Council members: $59,212

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.

Club Council is requesting the inclusive amount of $81,000 to better support clubs with their events and programs ($75,000 for clubs from SAF and $6,000 for sports and field-related activity from the Sports Field Fee). Clubs have a diverse range of events and programs that they need financial support with. Their events range from dances and speakers on campus to conferences and community building events outside of the University of Washington Bothell.

To better support clubs with their events and programs, the request is also inclusive with Club Council’s needs to improve the support given to clubs. This request includes support for printing needs, event funding needs to market clubs and Club Council, and general supplies to bring the best quality of support for daily operations.

For the 2015-2016 school year Club Council was allocated $65,000 programming dollars. This amount was an increase from the 2014-2015 school year where Club Council was allocated and spent all $60,000.

This year, club programming has already incurred more costs than it did last year by this point with a growth of 7%. Last year by fall quarter, clubs spent $11,350 on programming whereas this year $12,177.58 has been spent. Clubs are expected to spend more as Spring quarter is proven to be the busiest with 60% of Club Council’s budget spent at that time.

This increase of expenditure showcases that clubs are growing and are bringing innovative ideas to campus and bringing their clubs outside of campus. Club Council is trying earnestly to accommodate to their clubs through the use of these funds that clubs are requesting. This is why Club Council would like to request $81,000 to accommodate the expected growing number of clubs, the addition of club sports being overseen by Club Council, and events and programs that clubs will be planning for next year.

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.

N/A

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.

N/A

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.

N/A

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.

N/A

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.

N/A

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.

N/A

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.

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.

Total Amount Requested*
List your total amount requested, using the total from the spreadsheet.
$140,212

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/safbystatus
- 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.