

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.)

Involvement & Leadership Office

Department/Organization*

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

Student Engagement & Activities and Activities & Recreation Center

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.

Evan Carman

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.

ecarman@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.

X2-5041

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.

Evan Carman

Faculty/Staff Member Email*

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

ecarman@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 Involvement & Leadership Office is a joint workspace shared between Cascadia and University of Washington Bothell. This shared workspace serves as joint office space for student leaders from both institutions. We have seen dividends from being in a shared space: increased communication between student leaders, an increase emphasis on mutually beneficial co-sponsored events, and an increased sense of shared community.

As we've settled into this new space, and collected feedback from students on how the ILO can best support their work, we've identified a need for student staff to support this space, the student leaders who work in this space, and the students-at-large who need to access the programs and resources that are housed out of the ILO.

21st Century Campus Initiatives:

Resourcefulness: we see this new initiative as a unique and creative way to support the diverse needs of the space: the students accessing the space, the student leaders who work out of the space, and the broader campus community looking for additional information

Diversity: a key role of this position is creating an environment that is welcoming to all students and is able to connect students with the resources/programs housed within the space.

Student Centered: this initiative is a direct result of student input and feedback; these will be students working in service to their peers.

Community: this position will play a significant part in creating an ILO culture that is fosters inter-group collaboration, partnership, and sharing of ideas

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.

As we've operationalized the Involvement & Leadership Office, students have identified the need for a consistent, student-staff presence in the space. The role of this position would be to:

- Serve as first point of contact for students with questions regarding the ILO and related services; distribute information regarding ILO services, policy, etc.
- Manage inventory of community office supplies, manage check out system for supplies located in ILO and Work Room, on-going inventory/ordering of supplies
- Coordinate with ILO student groups to provide up to date information to student body: comprehensive event calendar, office hours, etc.
- Coordinate ILO upkeep: work with student leaders to create a welcoming, clean, productive environment for both student leaders and students-at-large

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 ILO serves a wide range of student organizations and programs: ASUWB, Club Council, CEB, HERO's, ICC, ULC, OWLs, Project Assistants, SJO's, and more. Headcount of the space is taken every hour. We know that on any given week day, total headcount for the day is 90+. The space serves as a hub for leadership and involvement on campus, and we see additional support as the means to ensure that students are able to connect with the space in an easy, efficient way.

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.

As was instrumental in creating plans for this new initiative, we see student feedback as essential to the success of this program, through student surveys, headcount data, and focus groups.

Additional information:

This is a collaboration between SEA, ARC, and Cascadia Student Life. Each group is recommending the allocation of resources from their individual funding sources for support of this project.

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 salaries/benefits for student positions to have 9:30am-4:30pm ILO coverage, Monday-Friday, during the academic year. As a joint program between UW Bothell/Cascadia, we are recommending that UW Bothell SAF supports 2/3rd of this program, and Cascadia S&A supports 1/3rd of this program. The ARC is cover the cost of student training, professional development, regularly scheduled meetings, and 4:30-7pm coverage.

- Fall Quarter: 57 days x 7 hours/day x \$13/hour (total \$5187; 2/3rds is \$3458)
- Fall Quarter benefits on \$3458: \$650
- Winter/Spring Quarter: 106 days x 7 hours/day x \$15/hour (total \$11,130; 2/3rd is \$7420)
- Winter/Spring Quarter benefits on \$7420: \$1,395

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.

N/A

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 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.

N/A

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/>

N/A

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.

N/A

Total Amount Requested*

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

\$12,923

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.