

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.)

Library Technology Services

Department/Organization*

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

Campus Library

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.

Tom Mahon

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.

uwblts@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.

425.352.3450

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.

Sarah Leadley, Library Director & Associate Dean of Libraries

Faculty/Staff Member Email*

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

leadley@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>

This proposal seeks to continue the Laptop Circulation & Support Service the Bothell Campus Library provides on behalf of the Students of the University of Washington Bothell. This service will be provided by the Bothell Campus Library for the period of July 1, 2016 – June 30, 2017. The cost is based on a total of up to twenty (20) laptops in circulation. The continued circulation and increasing use of these laptops coincides with the Growth and Resourcefulness priorities of the 21st Century Campus Initiative, and student access to this portable technology aligns with both the Student Centered and the Innovation priorities.

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 main goal of this service is to support and circulate 20 take-home laptops exclusively for UWB students. These funds will enable the Bothell Campus Library Technology Services staff to continue the responsibility for the maintenance and circulation of these laptops to UWB students in pursuit of their academic goals.

There were 1,494 UWB STF laptop checkouts in 2015. With the growth of the campus and projected increase in enrollment in the Fall of 2016, we anticipate that the demand for this service will continue to grow. Continued provision of this service in its current form is entirely contingent upon a fully funded annual SAF proposal.

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 benefits of this program to the UWB student body are the circulation of take-home laptops and technical support exclusively for UWB students in pursuit of their academic goals.

This process includes:

- Laptop check in/out (including maintenance of all print and web documentation)
- Software image creation, updating and maintenance.
- Re-image each laptop as needed
- Routine cleaning, maintenance and warranty administration
- Technical support (phone support with technology assistants as available), troubleshooting hardware and software issues (as feasible).

Any of the over 5,000 current UWB students may benefit from this service.

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 Library tracks the number of UWB STF laptop circulations and the number of support interactions for all laptops.

Additional Information

In-kind contributions from the Library include:

- Use of the UW Libraries circulation service linked to student ID Card
- Hiring, training, supervising of Student Technology Consultants
- Creation of the laptop image, regular maintenance, software patches and updates
- Set-up and maintenance of laptop imaging station
- Use of deployment software to run imaging jobs
- Technical problem escalation to staff, vendor and warranty service requests
- Administration of inventory, surplus, and processing of lost, stolen, or late laptops.
- Laptop circulation and technical support all hours the Library is open.

NOTE: SAF funding alone would provide approximately 4 hours/day of service.

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.

This funding request is to continue the Laptop Circulation & Support Service on behalf of UWB Students for up to 20 laptops for the period of July 1, 2016 – June 30, 2017. The cost is based on a percentage of the approximate wages for student technology consultants, and for maintaining the UWB STF laptops in circulation. Salary costs in this proposal reflect the mandatory cost increases related to adoption of the UW's new Minimum Wage standards for students. This year's proposal includes the increase associated with the University's gradual adoption of the City of Seattle minimum wage of \$15 per hour.

\$19,000 in Student Wages

Benefits

All student employees are part time temporary with benefits charge as calculated on the spreadsheet. 18.8% of \$19,000 = \$3,572 in hourly benefits

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.

\$22,572 (student wages + benefits)

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.