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.)

| Outdoor Wellness Program |

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

| Recreation & Wellness |

## 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.

| Kramer Canup |

## 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.

| kc1130@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.

| 206-227-4690 |

## 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.

| Melissa Banks |
Faculty/Staff Member Email*
Provide the email of the faculty or staff member you discussed your request with.
melbanks@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 Outdoor Wellness Leaders (OWLs) are a team of student staff who work to create, organize, promote and implement outdoor recreational opportunities for the students of the University of Washington Bothell. We realize that many outdoor recreation activities require previous experience, expensive gear, a source of transportation and often times a community of friends to recreate with. Thus, the Outdoor Wellness Program is focused on breaking down these barriers for students by providing introductory courses on a variety of outdoor interests, offering outdoor gear for an extremely discounted price through our newly opened gear shop known as “The Nest”, providing transportation to and from all of our events, and by building a community of outdoor participants with diverse interests, experiences, and backgrounds.

We demonstrate resourcefulness through our collaborations with other student organizations such as the HERO’s and Club Council, along with professors and the wetlands facility crew to develop relationships across campus and enhance the diversity of our events and their learning outcomes. For example, we have collaborated with the HERO’s on two de-stressing events during finals week of Autumn Quarter 2015 where we made hand woven survival bracelets and promoted sustainability through making homemade hummingbird feeders out of recycled wine bottles. All of our events are student-centered and these two events focused on creating learning outcomes that revolved around reducing stress in students lives through interacting in art and nature based activities. On February 26th, 2016, Professor Ursula Valdez is joining the OWL’s on their Wetland Wildlife Exploration to share her extensive knowledge on the crow roost on campus. A goal of the Outdoor Wellness Program is to go beyond just taking students outdoors to play, but to establish an interdisciplinary education structure to our programs as the OWL’s and professors share their knowledge in conservation biology, ecology and sustainability with the students participating. Multiple professors such as Ursula Valdez and Amy Lambert have voiced that they would like to incorporate more outdoor activities into their class curriculum. They have mentioned a serious interest in collaborating with the OWLs to create innovative programs where the OWLs along with the help of professors would lead long term ecological surveys around campus.

As OWL’s, we recognize the social, health and environmental benefits that an individual gains through regularly recreating outdoors. As a new organization our community is continuously growing and we have been working continuously around campus to promote our events and the grand opening of our gear shop. In order to maintain the growing recognition and impact
of the Outdoor Wellness Program on campus we will be hiring 2 OWL’s for next school year instead of 4, and will invest in training up to 6 trip leaders who will be paid on a student fixed fee model. This student leader in training model allows us to develop leaders within our current campus community while also encouraging growth of the outdoor community on campus as a whole.

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.

Studies abound with research connecting the benefits of outdoor recreation to health and holistic well-being (Coon et al. 2011, American Public Health Association 2013). In accordance with this abundance of research, a fundamental objective of the Outdoor Wellness Program is to promote healthy lifestyles and general satisfaction among students through outdoor recreation. We also understand that not everyone has equitable access or even equal desire to participate in outdoor activities. A study conducted by the Outdoor Foundation found that young people (13-30) consider indoor technologies, time-management issues, and lack of transportation as primary barriers to engaging in outdoor recreation. Additionally, surveys conducted on campus by the OWLs found that a significant number of UWB students reported that “not having people to recreate with” and “not having proper gear” presented a barrier to recreating in the outdoors. Thus, we feel that it is of significant importance that we inform and provide for students, recreation opportunities on campus and within the local community of Bothell. We have focused numerous events on promoting local outdoor recreation opportunities such as the Wetland Wildlife Walks, hikes at Lord Hill Park, and an upcoming Bus Bound Adventure to the Kirkland aquatic center.

Studies that drive our vision:
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 vision of Outdoor Wellness is to provide a diverse array of outdoor activities for students of all walks of life. From bird watching to learning how to safely go backpacking through our Introduction to Backpacking Class, we aim to engage every student on campus within the outdoor recreation community at UWB. Many students are unable to regularly participate in their favorite outdoor activities because it requires transportation, expensive gear, adequate knowledge to act safely and a community of friends to recreate with. College students are often times limited by their income and one's financial circumstances can be a large deterrence from allowing them to participate in the outdoor activity of their choice. Thus, the pricing of gear in The Nest has been made very affordable to assure that a student who is curious in recreating outdoors, is able to do so with the proper gear. The OWL's aim to create a safe, fun environment for those students who are curious about outdoor activities but may also be intimidated. We served 294 students throughout Fall Quarter 2015-2016 and now that we have opened our gear shop, we anticipate serving over 1,000 students in the current 2015-2016 Winter Quarter.

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 Outdoor Wellness Leaders have implemented multiple forms of assessing the effectiveness of our events, the use of the gear shop and the interest that students have in the gear shop and our events. We have been using surveys to quantify the times that students would find the gear shop most beneficial to be open, what gear students would be most likely to rent and their overall interest and experience in outdoor recreation. After we hold an event we send each student that participated a post event follow up survey, for which they provide feedback on the quality of the experience and provide ideas for what we could do differently next time. Thus far students have been very responsive to our post event follow up surveys and our gear shop surveys with over 100 collected Autumn quarter. In order to track the use of our gear and gear rentals we are keeping a data set that contains all items rented, the amount of time they are rented for and cost. The OWLs meet weekly to discuss the outcomes of events and to create new ways to improve events based upon student feedback.

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.

**OWLs**
Programming: 36 weeks x 2 OWLS x 16 hrs/week x $15.00/hr = $17,280.00  
Breaks: 4 weeks x 2 OWLS x 25 hrs/week x $15.00/hr = $3,000.00  
Training: 3 weeks x 2 OWLS x 40 hrs/week x $15.00/hr = $3,600.00  
Benefits for OWLs = $4,490.00  
**Total Funding Requested for Wages and Benefits** = $28,370.00

**TRIP LEADERS**
Leader in Training: 2 LT x 20 days x $50.00 per day = $2,000.00 w/benefits = $2,376  
Trip Leader: 2 TL x 20 days x $75.00 per day = $3,000.00 w/benefits = $3,564  
Instructor: 2 Ins. x 20 days x $100.00 per day = $4,000.00 w/benefits = $4,752  
**Benefits** = $1,692.00  
**Total** = $10,692.00

**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.

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Estimated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gear Orientations</td>
<td>$200.00</td>
</tr>
<tr>
<td>Day Hiking Series</td>
<td>$600.00</td>
</tr>
<tr>
<td>Car Camping 101</td>
<td>$600.00</td>
</tr>
<tr>
<td>Backpacking Courses</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Rock climbing Series</td>
<td>$750.00</td>
</tr>
<tr>
<td>Intro to Snowshoeing</td>
<td>$500.00</td>
</tr>
<tr>
<td>Kayaking Courses</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Knots to Know</td>
<td>$300.00</td>
</tr>
<tr>
<td>Compass Comprehension</td>
<td>$200.00</td>
</tr>
<tr>
<td>Sledding/Snow tubing</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Skiing/Snowboarding</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Wetland Wildlife Explorations</td>
<td>$200.00</td>
</tr>
<tr>
<td>Bike Rentals/Trips</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Campfire Cooking Series</td>
<td>$350.00</td>
</tr>
<tr>
<td>Fire Safety Courses</td>
<td>$200.00</td>
</tr>
<tr>
<td>Bear Safety 101</td>
<td>$150.00</td>
</tr>
<tr>
<td>Community Indoor CampIN</td>
<td>$600.00</td>
</tr>
<tr>
<td>Stress Relief Workshops</td>
<td>$450.00</td>
</tr>
<tr>
<td>Outdoor Film Series</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Outdoor Study Sessions</td>
<td>$100.00</td>
</tr>
<tr>
<td>Leave No Trace Workshops</td>
<td>$200.00</td>
</tr>
<tr>
<td>Service</td>
<td>Amount</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Geocaching / GPS Training</td>
<td>$300.00</td>
</tr>
<tr>
<td>Outdoor Service Projects</td>
<td>$300.00</td>
</tr>
<tr>
<td>Bus Bound Adventures</td>
<td>$500.00</td>
</tr>
<tr>
<td>All-Abilities Excursions</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Picnics on the Sports Field</td>
<td>$750.00</td>
</tr>
<tr>
<td>Tabling/Recruiting</td>
<td>$1,300.00</td>
</tr>
</tbody>
</table>

Total = $21,750.00

**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.
New equipment and upkeep of current equipment = $5,000.00

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.

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.
Certifications

WFR: $475.00 per person x 2 OWLS = $950.00
WFA: $220.00 per person x 4 Trip Leaders = $880.00
CPR/AED: $35.00 per person x 4 Trip Leaders = $140.00
Pro Development for Trip Leaders = $800.00

Total = $2,770.00

Professional Development

OWLS and PM: 3 staff x $1,500 each = $4,500

Total = $4,500.00

Works Cited:


Total Amount Requested*

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

$73,442.00

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.